

**OL 620 Module Four Short Paper Guidelines and Rubric**

Write a short paper addressing job analysis and job evaluation as they relate to employee compensation. Begin by thoroughly reading Chapter 6, including the case study “Internal Consistency at Customers First” at the end of the chapter. Then write a short paper that adequately answers the following questions:

- Do you think that **job analysis and job evaluation** will benefit Customers First? Why or why not?
- What is your opinion of **Joan’s view on job analysis and job evaluation**?
- What do you **recommend** that the compensation professionals at Customers First do? Why?

**Guidelines for Submission:** Your paper must be submitted as a 2- to 3-page Microsoft Word document (in addition to a cover page and references) with double spacing, 12-point Times New Roman font, and one-inch margins. Use at least three sources, which should be cited according to APA style.

Critical Elements	Exemplary (100%)	Proficient (90%)	Needs Improvement (70%)	Not Evident (0%)	Value
<b>Job Analysis and Job Evaluation</b>	Meets “Proficient” criteria and provides thorough rationale with relevant and specific examples	Indicates opinion as to whether job analysis and job evaluation will benefit Customers First and provides relevant and/or specific details in explanation	Indicates opinion, but the explanation is irrelevant or lacks specific details	Does not indicate opinion as to whether job analysis and job evaluation will benefit Customers First	30
<b>Joan’s View on Job Analysis and Job Evaluation</b>	Meets “Proficient” criteria and provides thorough rationale with relevant and specific examples	Indicates opinion of Joan’s view and provides relevant and/or specific details in explanation	Indicates opinion, but the explanation is irrelevant or lacks specific details	Does not indicate opinion of Joan’s view	30
<b>Recommendations</b>	Meets “Proficient” criteria and makes thorough recommendations with relevant and specific details in explanation	Makes recommendations for the compensation professionals at Customers First and provides relevant and/or specific details in explanation	Makes recommendations, but the explanation is irrelevant or lacks specific details	Does not make recommendations for the compensation professionals at Customers First	30
<b>Articulation of Response</b>	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy to read format	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	10
<b>Total</b>					<b>100%</b>