

TOOL:

Create a Weighting Formula

This interactive page will work only if you have enabled JavaScript. Otherwise, you can print out the [blank worksheet](#) provided in the Space Toy Co. case study, and fill in the form manually.

The interactive worksheet below is made up of tables. By entering data in the cells of each table on this page, you will produce a weighting formula with subfactor and level calculations. You will be following the same steps, in the same order, as outlined in this [example from the Space Toy Co. case study](#).

PLEASE READ BEFORE YOU BEGIN:

1. At Steps 1 and 2, you enter numbers in the cells: for example, 35 in the cell to the right of "Skill", or 15 in the cell to the right of "Knowledge".
2. At Step 3, you click a button corresponding to the number of levels you want for each subfactor: for example, if you want 5 levels for "Knowledge", you click in the cell on that row in column 5. Each step is explained as you move down the page.
3. The data you enter from Step 1 is automatically entered for you in the tables as you move down the page.
4. You can go back at any time to change the data you entered. The tables will automatically re-calculate to reflect your changes. Just reset the tables and begin again.
5. The total value of this formula is 100 % / 1000 points. You cannot enter percentages that add to more than this amount. To make sure you don't exceed 100%, check the " Remaining out of 100% / 1000 points " balance at the bottom of the table. Your final calculation is correct when this line shows 0 (zero). If this line shows a negative amount, you have gone over the 100% allotment.
6. **Printing:** You can't save your final results to your hard drive, but you can print your calculations by using the 'Print' icon on your browser menu bar.
7. **Record-keeping:** For your convenience, we've provided space at the end of this exercise if you wish to

record the name of a person inputting the data, a project title, and the date you created your calculation.

8. **Exiting this page:** When you exit this page, the information you entered will be erased and the tables will be reset.

Step 1 - Factor Formula

Divide 100% between the factors of Skill, Effort, Responsibility and Working Conditions.

Click in each cell in the Percentages column to enter your choices (for example, 35 for Skill). Corresponding points will immediately show in the Points column (for example, 350 points for Skill). You now have 65% left to work with, as shown in the " Remaining out of 100% / 1000 points " cell at the bottom of this table. Make sure the balance remaining is 0 (zero) before you move on to Step #2.

Factor Formula (100% divided between 4 factors)

Factors	Percentages	Points
Skill	%	
Effort	%	
Responsibility	%	
Working Conditions	%	
Total Value for the System	%	

(Remaining out of 100% / 1000 pts) %

Step 2 - Subfactor Formula

Divide 100% between the 10 subfactors.

The percentages you've entered above now show in this table. Again, using the Percentages column, click in each cell on each subfactor line and enter a number. Corresponding points will immediately show in the Points column. Make sure your "Remaining out of 100% / 1000 points" balance is 0 (zero) before you move on to Step #3.

Subfactor Formula (100% divided between 10 subfactors)

Factors and Subfactors	Percentages	Points
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example, if you want 5 levels for Knowledge, you click in the cell below Level 5 on that subfactor line. The correct number of points for that level shows immediately.

Levels Formula (percentages divided between the levels)

Skill (divided between three subfactors)								
Subfactors	Weight	Points	Points for Levels					
			1	2	3	4	5	6
Knowledge	%							
Interpersonal Skills/ Contacts	%							
Problem-Solving/ Judgement	%							

Effort (divided between two subfactors)								
Subfactors	Weight	Points	Points for Levels					
			1	2	3	4	5	6
Mental Effort	%							
Physical Effort	%							

Responsibility (divided between four subfactors)								
Subfactors	Weight	Points	Points for Levels					
			1	2	3	4	5	6
Personnel/ Policies/ Practices	%							
Information Resources	%							
Financial Resources	%							
Material Resources	%							

Working Conditions (applied to one subfactor)								
Subfactors	Weight	Points	Points for Levels					
			1	2	3	4	5	6
Environment	%							

You now have a weighting formula. Remember that you can't save the above formula results to your hard drive, but you can print your calculations by using the "Print" icon on your browser menu bar. When you exit this page, the tables are automatically reset and all data is erased.

You can click the 'Reset' button below to erase your data and start again.

Expanding your formula

The above worksheet does not provide the instructions or the necessary table space to calculate the " + " or " - " factor, but you can refer to the [explanatory page](#) provided in the Space Toy Co. case study to review how this is done.

Record-keeping

** **Optional:** Enter a person's name, project name and/or date for record-keeping.*

Name*:

Project*:

Date*:

Print your calculations by using the 'Print' icon on your browser menu bar.

More information

You can find more information about job evaluation systems by viewing these publications or web pages:

- see how the Space Toy Co. approached the [job evaluation process](#);
 - review some [basics](#) on designing a formula for a job evaluation system;
 - examine the [step-by-step process](#) of creating a weighting formula by viewing this sample.
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How do I get more help or information?

We are here to help. The Pay Equity Commission provides the publication *A Guide to the Proxy Comparison Method* which will guide you through the step by step process of preparing a proxy pay equity plan. We can answer your questions by e-mail at pecinfo@mof.gov.on.ca or by phone at (416) 314-1896, or toll-free at 1-800-387-8813. You can also register for a free [seminar](#).

All communications are confidential.

The Pay Equity Commission

This fact sheet is for information only, and is not intended to restrict Review Officers or the Pay Equity Hearings Tribunal in their determination of matters. Refer to the *Pay Equity Act* for exact interpretation.

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