**Classification Mapping Principles**

These guiding principles are intended to ensure an implementation of the classification framework design that is consistent with its intent:

* Market calibration should be based on job content and should consider the context of how a position relates to others in the organization or in the market
* Seek the best available match realizing that market job descriptions are broader and more generic than position descriptions
* Calibration of mapping and slotting across units is essential
* Compensation strategy (vs. classification) is the effective method for differentiating employee contribution and/or organizational values around different roles.
* The use of “legacy system” working titles should be minimized; the working title should be used to reflect the organizational structures and roles within the unit
* Updated and complete job content information will ensure higher quality and easier classification decisions
* Providing employee involvement in the preparation of job description information will increase the likelihood of acceptance of the classification decision
* Collaboration between central HR subject matter experts and knowledgeable unit representatives will enhance the effectiveness and efficiency of mapping and classification system implementation
* Communication with employees concerning mapping decisions should follow the completion of classification calibration and an “information quality check-point”