***Job Evaluation Review Form***



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| Position Information | |
| Position Name: | Number: |
| Employee Name: | Signature: |
| Manager Name: | Signature: |
| AVP/Director/Dean: | Signature: |

Attached:

New or Current Role Profile ☐ Revised Role Profile (with track changes) ☐

Current organizational chart ☐ Revised Organizational Chart ☐

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| **BASED ON THE ROLE PROFILE, GIVE DETAILS OF THE FOLLOWING:** |
| **Position Summary:**   * Summarize the overall responsibilities of the role and concisely explain why the job exists * Provide an overview of the content, purpose and scope of the position |
| **Describe the size and scope of the job:**   * Number and type of staff supervised * Financial Accountability (how much) * Internal and External impacts and relationships * Operational impact – range and type of activities/services provided, number of people affected by the work, number of students the job affects directly or indirectly * Administrative management including committees, etc. * Program/project management – number and type |
| **Required Qualifications/Competencies:** (B*ased on the requirements of the job and not the current incumbent*)  Describe the qualifications required to perform the job. Describe the knowledge and skills and experience that best describes the overall requirements to perform the job, however acquired. The qualifications should reflect the minimum, current requirement to perform the job competently. If you include assets, they should be identified as such. |
| **Problem solving:**  Describe how this position deals with the intensity or the mental process to identify and solve problems.   * How constrained by rules, methods, procedures, precedents, policies and strategy is this position? * How challenging is the problem solving:   + Simple choices. i.e., identical situations   + Choosing between known alternatives, i.e., similar situations   + Having to identify issues and use judgement within their areas of expertise and knowledge   + Constantly adapting or developing solutions through analytical and innovative thinking   + Developing new concepts and solutions?   Please give examples: |
| **Accountability:**  Describe the impact of the job on the end results and give examples:   * How much freedom does this position have to act, make decisions and take action? * Is the position closely supervised? * Are the results reviewed by a supervisor or manager? * Is the position subject to management direction? * Is this a strategically focussed position? * What is the nature of impact this position has?   + Keeps records for use by others   + Facilitates services for use by others to achieve results   + Shared control with others for end results (not subordinates or supervisors)   + Controls the impact on end results * What is the area of impact this role has?   + What are the quantitative/qualitative measures that are used for this position?   + If non-quantifiable what are the expected end results? |

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| HR Review |  |
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| Date received: | |
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| **JE RESULTS** | **CURRENT ROLE** | **DRAFT ROLE** |
| **Knowledge** |  |  |
| **Problem Solving** |  |  |
| **Accountability** |  |  |
| **Working Conditions** |  |  |
| **Total** |  |  |

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| **Notes:** |

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| ***JE Signature:*** | Date: |