Job Evaluation
Process: New Position

Human Resources, in consultation with the Department, assigns a provisional rating.

After a minimum of one year, Human Resources initiates a review by forwarding the necessary forms to the Department Head and incumbent.

The Department Head and the incumbent must complete a Job Fact Sheet as well as Section 1 of the Job Evaluation Review Request Form. Completed documentation is forwarded to the Job Analyst not later than the last day of October.

The Job Analyst, in consultation with the Department Head and incumbent will develop a job description.

The Job Analyst applies the Evaluation Program and calculates the total point value of the job.

Human Resources assigns the corresponding job classification and communicates the results to the Department Head and incumbent.

Appeal?

Yes
Proceed to Appeal Process

No
End of Process