P&M Job Evaluation Training

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The **P&M Job Evaluation Training** provides Professional & Managerial (P&M) staff and leaders with the knowledge and tools to accurately describe, assess, and navigate the job evaluation process. This training provides comprehensive guidance on the Job Fact Sheet (JFS), the Job Evaluation (JE) process, and the Request for Reconsideration procedure. These resources ensure roles are well-documented, fairly assessed, and aligned with organizational standards. Job evaluation serves as a cornerstone for transparency, consistent job classification, workforce planning and development, and employee engagement.

How to Complete a Job Fact Sheet (JFS)

The **JFS** captures essential job details, including duties, responsibilities, and requirements. This training provides best practices for completing each section, from position identification to working conditions.

The Job Evaluation (JE) Process

Our evaluation framework is based on compensable factors such as knowledge, skills, effort, responsibilities, and working conditions. This structured approach maintains internal equity, a consistent pay structure, and regulatory compliance. For further details, please refer to our Job Evaluation Plan [1].

How to Submit a Job for Evaluation

In this section the process for submitting a JFS for formal review is outlined, including eligibility criteria, required documents, committee review steps, and how results are communicated.

Request for Reconsideration

Employees may request a reconsideration under specific circumstances, information on the eligibility criteria, submission timelines, and potential impacts on salary bands are captured to assist staff and leaders through this process.

Training Resources

Watch our step-by-step video guides below. You must log-in using your University of Guelph email to access the videos on SharePoint.

1. Job Fact Sheet Video [2]
2. JE & Request for Reconsideration Guide [3]

You can access our detailed PowerPoint guides below.

1. Job Fact Sheet Guide [4]
2. JE & Request for Reconsideration Guide [5]

Links
[1] https://www.uoguelph.ca/hr/managers-job-design-job-evaluation/job-evaluation-plan [2] https://uoguelphca-my.sharepoint.com/:v:/g/personal/jobeval_uoguelph_ca/EeJvg9OT4plPhi2mDozvGRwBP5JORoFQB9bQ048UmYVnrw?nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJPbmVEcml2ZUZvckJ1c2luZXNzIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXciLCJyZWZlcnJhbFZpZXciOiJNeUZpbGVzTGlua0NvcHkifX0&e=hPrwm9 [3] https://uoguelphca-my.sharepoint.com/:v:/g/personal/jobeval_uoguelph_ca/EbuYMn9BtT5Eq0dB3JADvrEBXYrh3YiV8Lx8D_SxBVrvvA?nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJPbmVEcml2ZUZvckJ1c2luZXNzIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXciLCJyZWZlcnJhbFZpZXciOiJNeUZpbGVzTGlua0NvcHkifX0&e=t3MoP8 [4] https://www.uoguelph.ca/hr/system/files/Job%20Fact%20Sheet%20Guide_0.pptx [5] https://www.uoguelph.ca/hr/system/files/JE%20%26%20Request%20for%20Reconsideration%20Guide_0.pptx