Process for Submitting Job Fact Sheets for Evaluation

Submitting Job Fact Sheets for Evaluation

In order to streamline the job evaluation process for regular full time positions and improve efficiencies, Human Resources is making changes to the Job Fact Sheet (JFS) submission process.

Human Resources only accepts JFS's for evaluations that are sent to the Job Evaluation Email. [1] Clients who submit a hard copy JFS will be requested to resubmit electronically to ensure proper processing and record keeping.

In order to ensure that submissions are correctly processed without delay, please review the process for submitting JFS as outlined below:

1. Clearly indicate on the cover page of the JFS if the position is new, a reclassification, or an update.
2. Ensure to complete all fields in the "Position Identification" section.
3. All appropriate signatures must be included: the incumbent, supervisor and Dean/Department Head.
4. A current dated organizational chart is attached with the submission.
5. Reclassifications Only: a letter clearly outlining significant changes and approved by the Dean/Director of the College/Directorate needs to be included in the submission.

When submitting the JFS electronically, please be sure to include the following in your subject line of the email: department name and number, position number, position title, employee group, and indicate if the job is new, a reclassification request, or an update.

Example: Human Resources, 123-456, Analyst, Professional/Managerial, New Position

New Position

When a new position is created it is assigned a tentative evaluation in order to determine the employee group and the appropriate rate of pay. After an incumbent has been in the position for six months to allow for any required changes or modifications, the JFS needs to be submitted electronically to HR. The JFS will then be forwarded to the appropriate job evaluation committee for a formal evaluation. Supervisors and incumbents will be informed of these results.

Reclassification Request

A department may request that a position be reclassified because there have been significant changes in the responsibilities or the requirements of the position. The JFS needs to be submitted electronically and accompanied by a letter outlining clearly what these significant changes are and approved by the Dean/Director of the College/Directorate. The JFS will then be forwarded to the appropriate job evaluation committee for a formal evaluation. Supervisors and incumbents will be informed of these results.

Update

Any JFS that has not been evaluated in the last five (5) years and is submitted electronically will be forwarded to and reviewed by the respective job evaluation committee in order to maintain job evaluation. This includes existing positions that are being submitted for posting purposes, and have not been reviewed in the last 5 years.

Supervisors and incumbents will be informed of these results.

When to Write a Job Fact Sheet

A Job Fact Sheet (JFS) is written when it has been determined that a new position is required to meet operational requirements. In this case it is very likely that the supervisor of the new position will draft the JFS as he/she determines the job specifications, requirements and qualifications. A JFS is required as part of the Hiring Review Package when creating a new position or filling an existing vacant position. If there is uncertainty as to which template to access, please contact your HR Consultant [2] or the Job Evaluation Consultant [2].

An existing position may be rewritten because it has changed. Some changes may be minor or slight and can therefore be submitted to HR as an update. If the current JFS is older than three (3) years it should be reviewed (rewritten if required) and submitted with the current date even if there are no changes. This is a matter of best practice and ensures that the position has been reviewed for completeness and accuracy. The JFS can be written by an incumbent or the supervisor.

If the changes are significant, for example, a major change in the type and level of work being performed, different skill set, different education and qualifications, then submitting the JFS to HR as a reclassification request is appropriate. The JFS can be written by the incumbent and/or the supervisor. If there are significant changes as the department is experiencing restructuring, the supervisor may write the JFS.

It is anticipated that an incumbent will sign the JFS; in the event they choose not to sign the JFS, it will still be subject to the processes described above. Whether a JFS is new, a reclassification request or an update, all JFS's must be submitted electronically with an up to date organizational chart reflecting current department and position numbers as well as job titles. Please note that submissions without an organizational chart or missing job information will be returned to departments in order to have all the necessary required information.

Source URL:https://www.uoguelph.ca/hr/managers-job-design-job-evaluation/process-submitting-job-fact-sheets-evaluation

Links
[1] mailto:jobeval@uoguelph.ca [2] https://www.uoguelph.ca/hr/node/134