## **Information for Supervisors**

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- Review the resources provided to ensure you understand how to complete the Supervisor's section of the JIQ.
  - Frequently Asked Questions [1] are available to view on our website.
  - Online Video Tutorials [2] are available and will help explain how to complete the JIQ by walking you through the different sections.
- Once your employee has submitted their JIQ, you will receive a system-generated email notification from jiq.support@ajg.com to access the system and review the JIQ online at <a href="https://jiq.aig.com/">https://jiq.aig.com/</a> [3].
  - Under the SSO Login (Single Sign-On) option, you will be required to enter a company code: UoG
  - Once entered, you will be redirected to the Single Sign-On page where you will login using your University central login (do not include @uoguelph.ca).
  - You will not be able to edit the information that has been submitted by the employee; however, you should provide any comments that you may have regarding the content. **Your comments will be visible to employees.**
  - Supervisor comments can be as simple as "I agree with the information provided" or provide additional detail, clarification or context regarding the job and the information the employee has provided.
  - Supervisors have up to 15 business days (from the date you received the email notification) to review the JIQ and submit comments.
  - If you are unable to meet the submission deadline, experience any problems with the JIQ website, and/or require a copy of the previously submitted Job Fact Sheet, please contact us at <a href="mailto:jobeval@uoguelph.ca">jobeval@uoguelph.ca</a> [4] or ext 52732 before the submission deadline.
  - If the position is part of a multi-incumbent job (i.e. there are others who perform the same job), all of the incumbents will work on one JIQ submission.
- We also ask that you provide an organizational chart for your department when submitting the final JIQ with your comments. Please include job titles and position numbers.

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Submit the JIQ using the online system. Once submitted, your information will be locked from any additional editing. The JIQ will then be sent to the applicable Chair/Department Head and Dean/Division Head for final review.

 Once the JIQ has been reviewed by the Dean/Division Head, the JIQ information will then be used to evaluate the job. Once evaluation ratings are finalized, results will be sent by email to employees and supervisors.

## Source

URL: https://www.uoguelph.ca/hr/hr-services-total-compensation/usw-job-evaluation/information-supervisors

## Links

[1] https://www.uoguelph.ca/hr/hr-services-total-compensation/usw-job-evaluation/frequently-asked-questions [2] https://www.uoguelph.ca/hr/hr-services-total-compensation/usw-job-evaluation/tutorials [3] https://jiq.ajg.com/ [4] mailto:jobeval@uoguelph.ca