



Human Resources Division Job Evaluation Request Form Professional Staff (Scale 1) Levels 1-8 and Management Band Positions

Position title: _____ Department: _____

- Prior to submitting a Job Description for evaluation, the [Professional Staff Appointment Policy](#) requirements must be met.
- Job evaluation must be completed prior to recruitment or submitting direct to offers.

Positions requiring evaluation:

All Professional (Scale 1) or Management positions including;

1. New permanent or fixed-term positions
2. Existing permanent or fixed-term positions that are
 - a. vacant and ready for recruitment and
 - b. the job description has not been evaluated for three years or more

Documents required:

1. New job description in the current [Job Description template](#).
2. An [organisational chart](#) for the area.
3. An up-to-date and evaluated JD for the position that this role reports to (unless it is an academic) submitted for evaluation. If it has not been reviewed and formally evaluated in the last three years, then an updated Job Description in the current University [template](#) required as this position will also be assessed. The current JE system measures positions in relation to each other.
4. If the new position is based on another position, please supply that job description.
5. The [Salary Scale Job Evaluation Questionnaire](#) needs to be completed by the supervisor/manager of positions on Scale 1 (not Management Band) being evaluated. A [Management Band Job Analysis Questionnaire](#) is required for Management Band positions.
6. Email items the above documents to job.evaluation@otago.ac.nz

If the new position is based on another similar position, please provide:

The title of the similar position	
Job Description Number of the similar position	
Date this position last evaluated <i>(If known)</i>	
Name of the incumbent in the similar position	

Job Evaluation requires signed approval:

Name of Contact Person			
Head of Department Name and Signature	Name:	Date	
	Signature:		
Divisional/School Approval Name and Signature <i>(If appropriate in your area)</i>	Name:	Date	
	Signature:		

1. If there is a current incumbent, the revised job description **must be signed by the HOD, supervisor and incumbent** to ensure that all parties agree to the changes.
2. If changes to the job description affect the reason or term for any fixed term agreement, please contact your HR Administrator to discuss.

- Positions are measured in relation to each other, usually with related or comparable roles.
- Information regarding the advertising process: <http://www.otago.ac.nz/humanresources/toolkit/recruiting/index.html>
- Information on the Job Evaluation Committee criteria used in the job evaluation system can be found at: <http://www.otago.ac.nz/humanresources/toolkit/job-evaluation/>