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

Position title: ____________________________ Department: ____________________________

- Prior to submitting a Job Description for evaluation, all the requirements of the Professional Staff Appointment Policy must be met.
- Job evaluation must be completed prior to recruitment or submitting direct to offers.

Positions requiring evaluation:

- All new permanent Professional or Management positions.
- All new Professional or Management fixed term (including secondments) or permanent positions evaluated prior to July 2017.
- Short term fixed term positions e.g. parental leave cover. Contact job.evaluation@otago.ac.nz if you require clarification.

Documents required:

1. New job description in the current Job Description template.
2. An organisational chart for the area.
3. Job Description of the supervisor/manager of this position in the current Job Description template if evaluated prior to July 2017. This job description may also be evaluated. The current job evaluation process, introduced in July 2017 uses a top down methodology, which is why the manager job description is required.
4. If the new position is based on another position, please supply that job description.
5. Job Analysis Questionnaire (optional). This can be used as a guide to create a job description.

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

<table>
<thead>
<tr>
<th>The title of the similar position</th>
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<tbody>
<tr>
<td>Job Description Number of the similar position</td>
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<tr>
<td>Date this position last evaluated (If known)</td>
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<tr>
<td>Name of the incumbent in the similar position</td>
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Job Evaluation requires signed approval:

<table>
<thead>
<tr>
<th>Name of Contact Person</th>
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<tr>
<td>Head of Department Signature</td>
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<tr>
<td>Divisional/School Approval Signature (If appropriate in your area)</td>
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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. Unsigned incumbent job descriptions will not be accepted for re-evaluation by the Job Evaluation Committee.
2. If changes to the job description affect the reason or term for any fixed term agreement, please contact your HR Administrator to discuss.

NOTES

- Positions are measured in relation to each other, usually and 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/

Promotions and Remuneration
job.evaluation@otago.ac.nz