



Human Resources Division Job Evaluation Request Form (Professional Staff Levels 1-8)

Position title: _____ Department: _____

Please fill in Section 1 **OR** Section 2 below

Section 1 – Existing Position

Has the position changed significantly since the last evaluation?

- NO** - A full Job Evaluation is not required, you can proceed with advertising if required
- YES** - Please answer the questions below and email to job.evaluation@otago.ac.nz
1. Revised job description
 2. The previously evaluated version of the job description
 3. A summary of the differences
 4. An organisational chart for the area
 5. Job Evaluation survey (to be completed online, [click here to access](#))

If the job title changed, what was the previous title?

Job description number last time it was evaluated?

When was this position last evaluated? *(If known)*

What is the name of the current/last incumbent?

(please tick which)

*current last incumbent/s

Name:

*Please note

- 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.

Section 2 – New Position

Have you based this new position on another similar position?

- NO** - Email the documents listed below to job.evaluation@otago.ac.nz
- YES** - Please answer the questions below and email to job.evaluation@otago.ac.nz
1. New job description
 2. An organisational chart for the area
 3. Job Evaluation survey (to be completed online, [click here to access](#))
 4. Job description that new position was based on (only if answered yes above)
 5. A summary of the differences (only if answered yes above)

What is the title of the similar position?

What is the Job Description Number of the similar position?

When was this position last evaluated? *(If known)*

What is the name of the incumbent in the similar position?

Section 3 – Signature (Note: This form requires signed approval)

Name of Contact Person

Head of Department Signature

Date

Divisional/School Approval Signature

(If appropriate in your area)

Date

NOTES FOR YOUR INFORMATION ONLY

1. The purpose of this form is to enable HODs/Managers to take responsibility for whether a full Job Evaluation is required. This process will be audited.
2. To advertise a position, submit this form and the job description for evaluation then create a requisition in the recruitment system (noting that the job evaluation is pending) and request approval.
3. More information regarding the advertising process can be found at:
<http://www.otago.ac.nz/humanresources/toolkit/recruiting/index.html>
4. Completing the Job Analysis Questionnaire can be beneficial to both the Department and Job Evaluation Committee: <http://www.otago.ac.nz/humanresources/otago609282.pdf>
5. To determine whether a position has changed 'significantly', consider the Job Evaluation Criteria:

Education	Freedom to Act
Experience	Impact/Results of Decisions
Complexity	Interpersonal Skills
Scope of Work	Authorities
Problem Solving	People Management

More information on the criteria used in the job evaluation system can be found at:
<http://www.otago.ac.nz/humanresources/toolkit/job-evaluation/>

If the changes to the job description affect one or more of these areas, the position should most likely be re-evaluated. This does not necessarily mean that the level will change.

Examples:

- 1) If additional tasks are added, but require a similar amount of Problem Solving or are no more / less Complex than tasks already in the job description, then these tasks will not significantly change the position.
- 2) If the Authority exercised in the position is changed in terms of the number of staff supervised, or budget limitations, then this is a significant change to the position and the position should be re-evaluated.