



## 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, 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 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](#) is 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. [Job Analysis Questionnaire](#) (required for Management Band). This can be used as a guide to create a job description.

### 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 Signature		Date	
Divisional/School Approval Signature <i>(If appropriate in your area)</i>		Date	

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/>