

Job Evaluation Guide (on a page)

This one page guide will help you understand job evaluation process and outcomes. For more information go to:

<https://www.southampton.ac.uk/hr/services/job-evaluation/index.page>

1

•Review the existing online job description library for a selection of University standard graded role examples – both academic and non-academic.

2

•Can't find what you're looking for? Use the template to draft a new job description. Remember to refer to the Career Pathways and Contribution Matrices for guidance on the appropriate levels of expectation for a particular pay grade and job family/Career Pathway.

3

•If you're submitting a job description for consideration of a regrade, you must complete a business case to support the submission.

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•Whether its a first-time evaluation or a request for regrade, submit the job description to your HR Business Partner who will offer constructive criticism and challenge. Include an organisational chart that accurately represents the intended team structure and management reporting lines.

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•Your HR Business Partner will then forward the completed job description and supporting material to the HR Reward and Recognition Team.

6

•The Reward and Recognition Team will apply a pre-panel assessment of the submitted job description. This assessment will not guarantee an evaluation outcome but if necessary they'll provide feedback direct to you and your HR Business Partner.

7

•Job descriptions will then be evaluated at panel and will either be graded or rejected.

8

•The Reward and Recognition Team will provide feedback direct to you with recommendations for action if necessary. If your job description was rejected it will have a space automatically reserved at the next scheduled panel.

9

•Once evaluated, follow normal recruitment process (including Exceptional Recruitment Panel submission if not externally funded) or submit it to HR Transactions (if applying a regrade) via the Online HR Request - Regrade which can be found in the Form Store.

Remember;

- Scheduled job evaluation panels meet monthly, usually in the third week of the calendar month.
- Panel packs (containing the job descriptions to be evaluated) are circulated to panel members one week before the scheduled panel.
- Panel packs are limited to just fourteen spaces per panel
- Job descriptions for evaluation and regrade must be submitted by no later than 5pm of the Wednesday before the panel packs are circulated (usually the first Wednesday of the month).