**Managers Checklist**

**Job Evaluation Maintenance Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: | | Position: | | | |
| Location: | | Line Manager: | | | |
| No. | **Action Required** | | **By** | **When** | **Complete** |
| 1. | New post identified / post identified having a significant change in duties since the last evaluation. | |  |  |  |
| 2. | Job Description written | |  |  |  |
| 3. | Organisation Chart completed if applicable | |  |  |  |
| 4. | Job Evaluation Request Form and Additional Information Completed | |  |  |  |
| 5. | Documents sent to Head of Service for approval | |  |  |  |
| 6. | Agreed documents forwarded to Pay & Reward Specialist for evaluation along with Head of Service approval | |  |  |  |
| 7. | Evaluation taken to next Validation Panel | |  |  |  |
| 8. | Pay and Reward Specialist confirm grade of post and details of the evaluation to manager. | |  |  |  |
| 9. | HR write and confirm outcome to employee | |  |  |  |

**Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_**