**Managers Checklist**

**Job Evaluation Maintenance Checklist**

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| --- | --- |
| 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_**