

Guide - Job Matching Process

v1.1

Job Matching Guidance Notes

Please read these notes in conjunction with the restructuring Fact Sheets to understand when in the process to apply job matching

1. The form needs to be prepopulated with the criteria from the new Job description which will be used in the job matching process. This will involve choosing the key accountabilities and the key essential knowledge and experience criteria. If any are excluded this needs to be objectively justified
2. The manager may wish to use all the key accountabilities and essential knowledge and experience but should not use any less than the six in key accountabilities and all the essential knowledge and skills category
3. The manager can identify the employee to be matched or the employee can request to be matched against the post based on the above criteria.
4. The manager can ask the employee to complete the form first as the post holder has most knowledge about the role they currently undertake. The post holder can use their **current role only** but can submit their current most up to date appraisal objectives and competencies if their Job description is out of date. Appraisal ratings cannot be considered as part of this process. As it is the job role not the employees competency which is being matched
5. The manager can then complete the job matching form using the rating criteria at the top of the form. The manager must provide evidence on the form for the rating decision.
6. If the manager and employee chose to complete the form together this approach must be taken with **All** employees
7. This form is to be shared with the employee in a **face to face meeting** allowing for active discussion about the evidence the manager and employee have used. This is the opportunity for the manager to explain in detail the reasons for the job matching decision
8. The employee can then provide additional information if they feel they do not agree with the manager and that they have a case for doing so.
9. The manager should consider the employee's final submission
10. The manager **should meet** with the employee to inform the employee of their final decision.
11. If there is an area of dispute, the issue should be referred to **an independent manager** in the form of **an appeal** (following the generic appeals procedure), who will test the rationale for the decision making process checking that the evidence is objective and that the scoring criteria have been consistently applied.

12. Flowchart showing the steps of the process

