**Human Resource Services**

Job and organizational design

**Support Staff Job Evaluation Checklist**

The following information, in addition to a Job Fact Sheet, will assist Job and Organizational Design (JOD) in completing the evaluation of support staff positions. JOD will assign the appropriate pay grade based on: the work described; the context in which the work is done; the organizational structure; and comparable positions on campus.

For inquiries or to submit a signed Job Fact Sheet and supporting materials (see checklist below), please email hrjod@ualberta.ca.

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| --- |
| **Evaluation Type:** |
| [ ]  New or Vacant position (please indicate reason for vacancy in comments section below)[ ]  Encumbered position[ ]  Is an update only – no evaluation required |
| **Position Number:** *click here to enter text* |
| **Comments:** |
| *Click here to enter text* |
| **Contact Name:** |  *click here to enter text* | **Phone:**  | *click here to enter text* |
| **Evaluation Checklist:** |
| [ ]  Relevant position information (dept id, position type, funding source, etc.) and special requirements, such as home internet or second language, are identified on the Job Fact Sheet[ ]  Details are provided for each section of the Job Fact Sheet, including significant changes if applicable[ ]  The Job Fact Sheet includes an organization chart outlining reporting structure and existing positions[ ]  The Job Fact Sheet includes appropriate department and/or faculty signatures |

