

# *Job Evaluation Form Instructions*

Once you have gathered all the information on a particular job class and have developed a job description, then you are ready for the Job Evaluation Process. The job evaluation process will be based on the job evaluation system. In order to evaluate a job class, you will be required to determine the appropriate level within each sub-factor. It is important that you are able to justify the level chosen for each of the sub-factors.

When determining the level for each sub-factor, it is recommended that you:

1. Read the description of the sub-factor
2. Read any relevant information pertaining to the sub-factor in the job analysis questionnaire and/or the job description
3. Decide which level of the sub-factor fits the job
4. Record the level on the evaluation form and justify your decision
5. Repeat the steps above for all sub-factors



# Job Evaluation Form

## Example - Job Title: Administrative Assistant

Required Qualifications	
<b>Education</b>	<b>Level</b>
A high school diploma with successful completion of post-secondary certificate in a related field.	6
<b>Experience</b>	<b>Level</b>
A minimum of six (6) months of related experience is necessary in order to develop the knowledge and skills required to carry out the job duties.	3
<b>Dexterity and Coordination</b>	<b>Level</b>
Dexterity and fine motor skills are necessary to file, write, keyboard and document, etc. Speed is required at a regular pace.	2
Responsibilities	
<b>Accountability/Decision Making</b>	<b>Level</b>
The Administrative Assistant's consequences of decisions and actions are limited since the work is under the direction of their supervisor. They usually make decisions based on guidelines and past practices. The Administrative Assistant has access to support from the Director and/or coworkers when dealing with situations that they have not come across before. They have a low level of responsibility.	2
<b>Communication/Interpersonal Relations</b>	<b>Level</b>
Communication/Interpersonal Relations is an important aspect of the job. The Administrative Assistant is required to explain and interpret information/ideas to the Director, coworkers and/or clients.	2
<b>Supervision</b>	<b>Level</b>
Supervisory responsibilities are not normally part of the job requirement for the Administrative Assistant. They may be asked to orient new staff and/or help other staff members to become familiar with their work by showing them work methods, techniques and procedures.	1
Required Effort	
<b>Intellectual Effort</b>	<b>Level</b>
Job duties are semi-routine with few choices as to what procedures should be followed; for example, preparing invoices, answering clients' inquiries, etc. It requires some judgement in making minor decisions.	2
<b>Concentration and Sensory Attention</b>	<b>Level</b>
Almost continuous uninterrupted periods of short duration due to frequent telephone calls, serving clients, and doing various administrative tasks for the Director and other staff members. They are required to perform various tasks concurrently such as answering the telephone and documenting, interacting and record keeping, answering the telephone and serving clients etc. The duration of uninterrupted time is up to and including one (1) hour, most working hours.	3
<b>Physical Effort</b>	<b>Level</b>
Light physical effort of intermediate duration; for example, remaining seated, filing documents, and typing on a keyboard.	2
Working Conditions	
<b>Inconveniences and Inherent risks</b>	<b>Level</b>
Low level of inconveniences and inherent risks; for example, responding to clients' complaints. Maintaining confidentiality of information may cause some stress.	2

# Job Evaluation Form Template

Job Class:

Required Qualifications	
Education	Level
Experience	Level
Dexterity and Coordination	Level
Responsibilities	
Accountability/Decision Making	Level
Communication/Interpersonal Relations	Level
Supervision	Level
Required Effort	
Intellectual Effort	Level
Concentration and Sensory Attention	Level
Physical Effort	Level
Working Conditions	
Inconveniences and Inherent risks	Level