

How to create and submit a Job Evaluation Request on Jobs@Falkirk

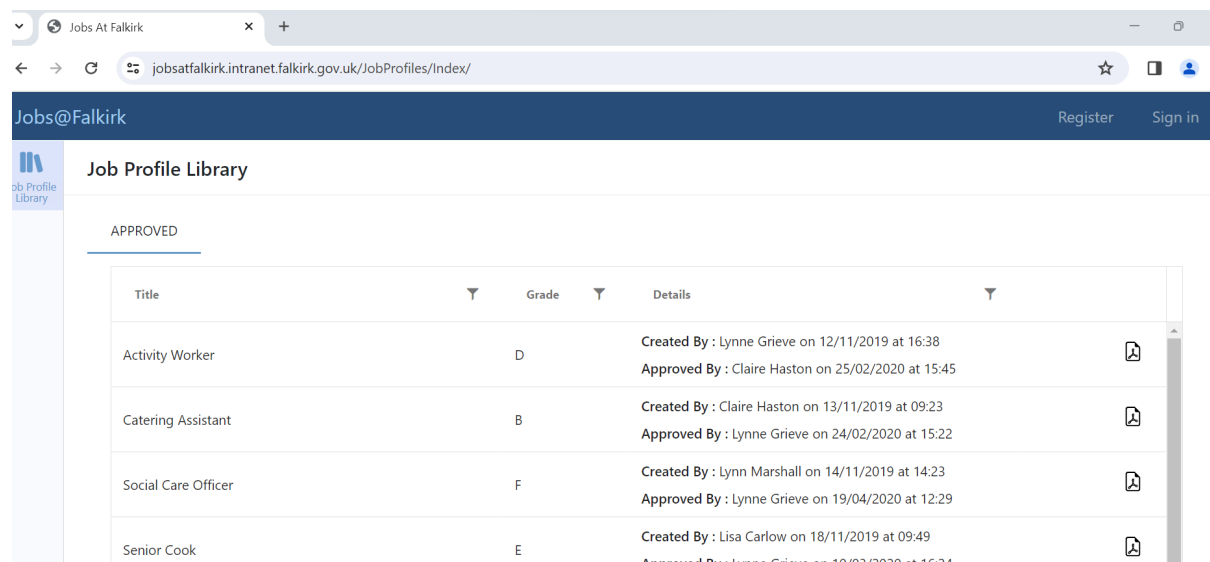
This system is a user-friendly tool to assist managers in creating/maintaining a library of approved Job Profiles and to submit a Job Evaluation request. Within the system, you can

- [View](#) the Job Profile Library of all approved Job Profiles within Falkirk Council.
- [Migrate an existing Job Description](#) to the new Job Profile style template (using the “JD to Profile” button and uploading the current Job Description)
- [Create a Job Profile](#) for a new post
- [Create and submit](#) a Job Evaluation request – for a new post or the re-evaluation of an existing post (using the “Create Job Evaluation” button)

Registering on the system

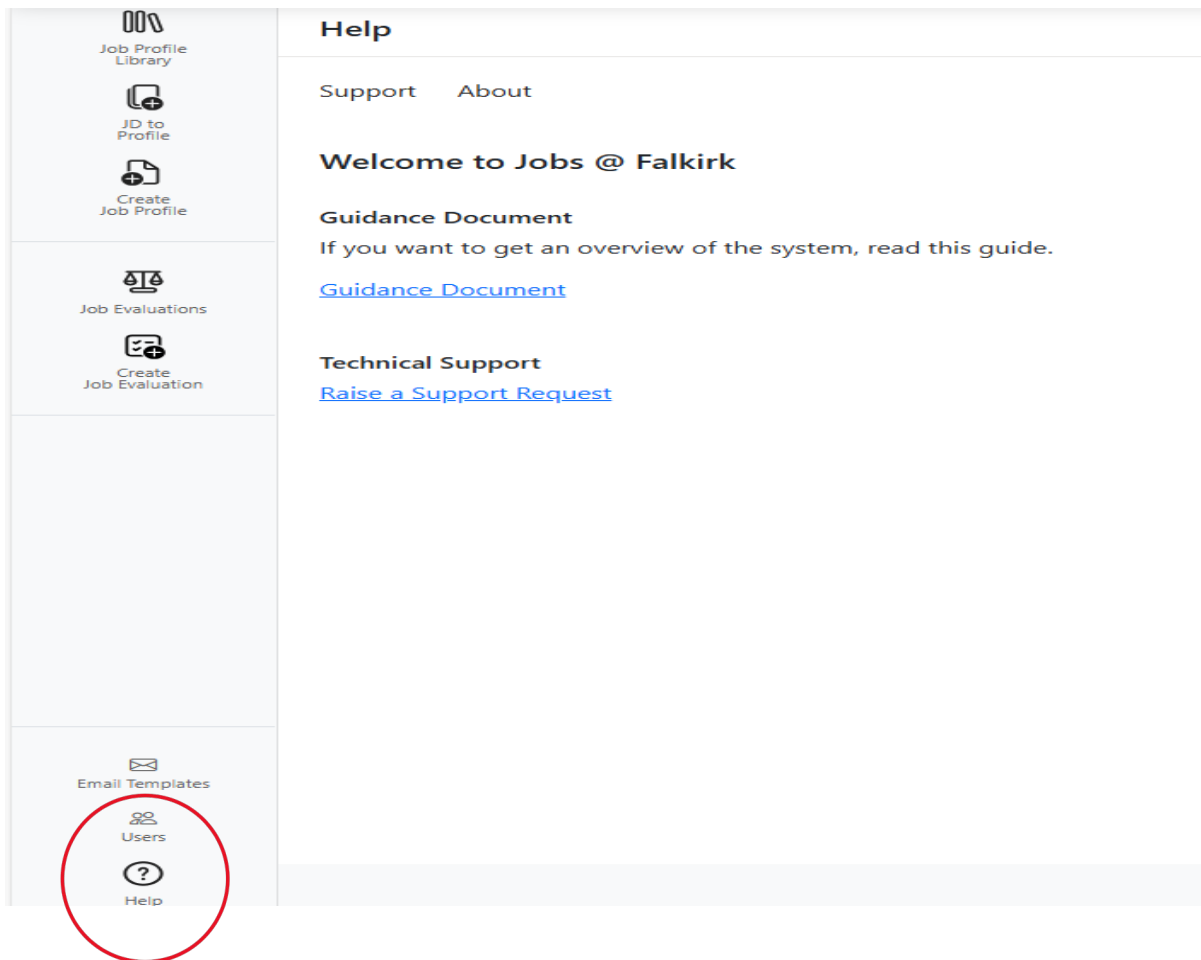
Jobs@Falkirk can be accessed here: [Jobs At Falkirk](#) (or via the “Systems” tab of the Intranet)

When you click on the link, you will see the home page which allows you to view the library of approved Job Profiles. The list can be filtered by title, grade or approval date for ease of searching and then downloaded using the Adobe icon on the right-hand side. If you are unable to locate your post, use the search function “contains” in the drop-down menu.



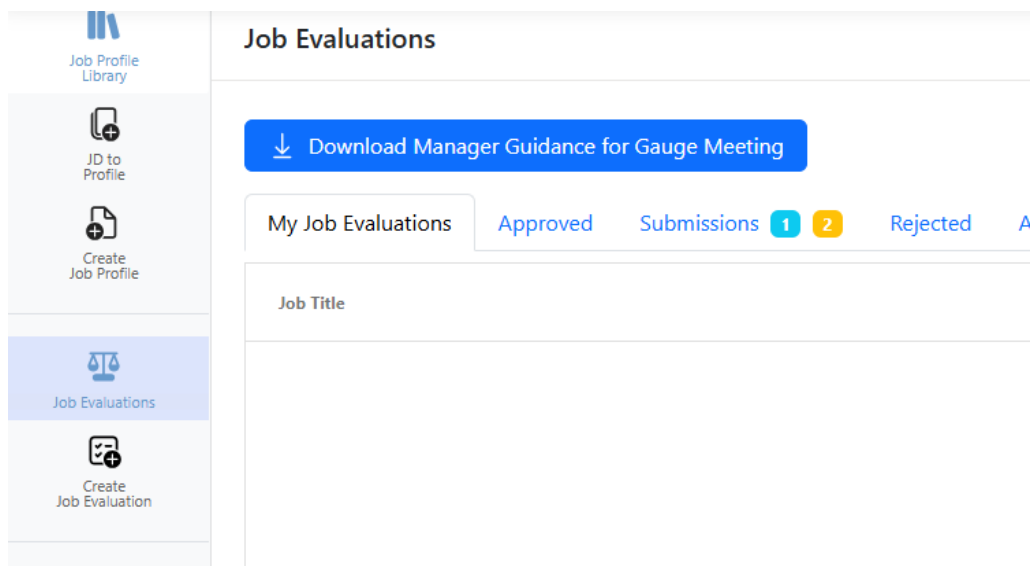
Title	Grade	Details
Activity Worker	D	Created By : Lynne Grieve on 12/11/2019 at 16:38 Approved By : Claire Haston on 25/02/2020 at 15:45
Catering Assistant	B	Created By : Claire Haston on 13/11/2019 at 09:23 Approved By : Lynne Grieve on 24/02/2020 at 15:22
Social Care Officer	F	Created By : Lynn Marshall on 14/11/2019 at 14:23 Approved By : Lynne Grieve on 19/04/2020 at 12:29
Senior Cook	E	Created By : Lisa Carlow on 18/11/2019 at 09:49 Approved By : Lynne Grieve on 10/03/2020 at 16:24

The top right-hand corner has **Register** and **Sign In** options. You must initially register to use the system to create a Job Profile or Job Evaluation request. Thereafter you will need to sign in on each occasion. Further information on how to register is available by clicking on the **Help** icon (bottom left of screen) and clicking on the [Guidance Document](#).



Before submitting a Job Evaluation request, you must have the following documents available to upload

- A Job Profile submitted on Jobs@Falkirk
- A structure chart showing the reporting lines to/from the post as appropriate
- Appropriate Consultation evidence (TU & Employees) - outlining proposed changes/ issuing any relevant information/ a short business case
- A completed **Managers Guidance for Gauge Meeting** document (this can be downloaded from the JE Home page by clicking on the blue button) as shown in screenshot below

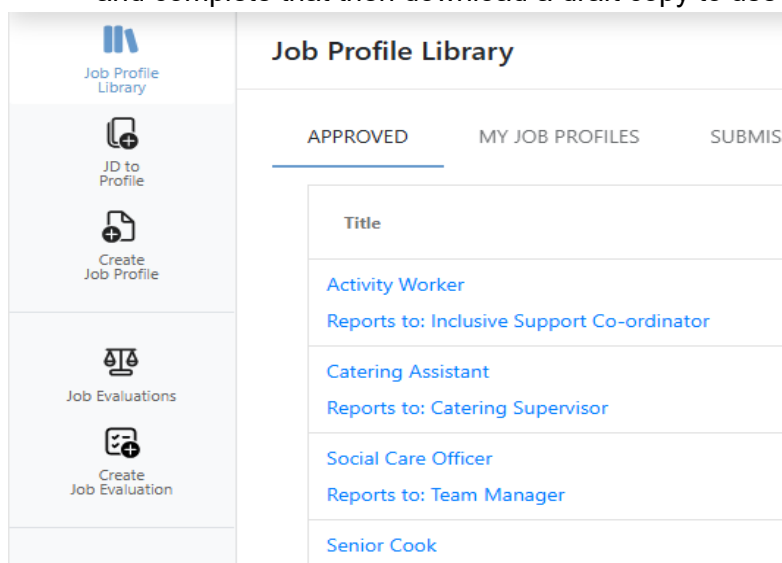


If you are unable to provide the documentation requested, please contact your HR Business Partner to discuss.

Selecting a Job Profile for your Job Evaluation request

When you sign into the system you will see three Job Profile options on the left-hand side of the screen.

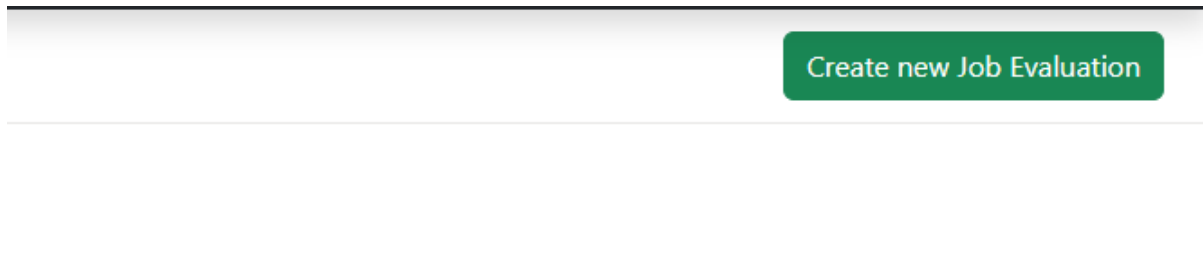
1. If your post already exists in the library, please **download a copy** – this is required for the JE submission.
2. If your post is new and does not have a profile, please choose the **Create Job Profile** option and complete that, then download a draft copy to use in the JE submission.
3. If your post has an old-style Job Description, please chose the **JD to Profile** option and complete that then download a draft copy to use in the JE submission.



Additional information available by clicking on the **Help** icon (bottom left of screen) and then [Guidance Document](#).

Create a Job Evaluation request

Click on “**Create Job Evaluation**” on the left -hand bar and confirm that you have approval to submit a request.



Create New Job Evaluation

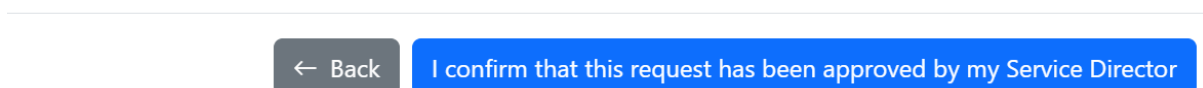
To initiate a Job Evaluation (Grading) request please complete all sections below. If you are unable to complete any of the information, please liaise with your HR Business Partner before progressing with the request.

The following documents are needed before your request can proceed:

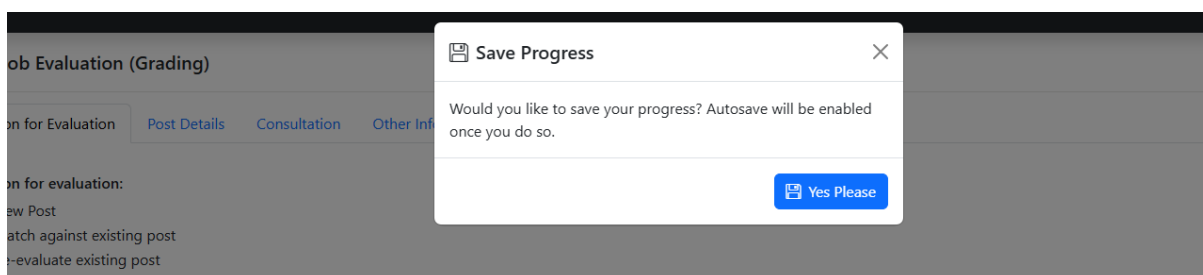
- A Job Profile submitted on Jobs At Falkirk
- A structure chart showing the reporting lines to/from the post as appropriate
- For re-grades of existing posts or Match posts, a “tracked changes” Job Description/Job Profile should also be submitted
- In the “Other Information” section you should include a completed [Manager's Guidance Document](#).

On submission of this request, details will be sent to your Service Director and HR Operations Business Partner.

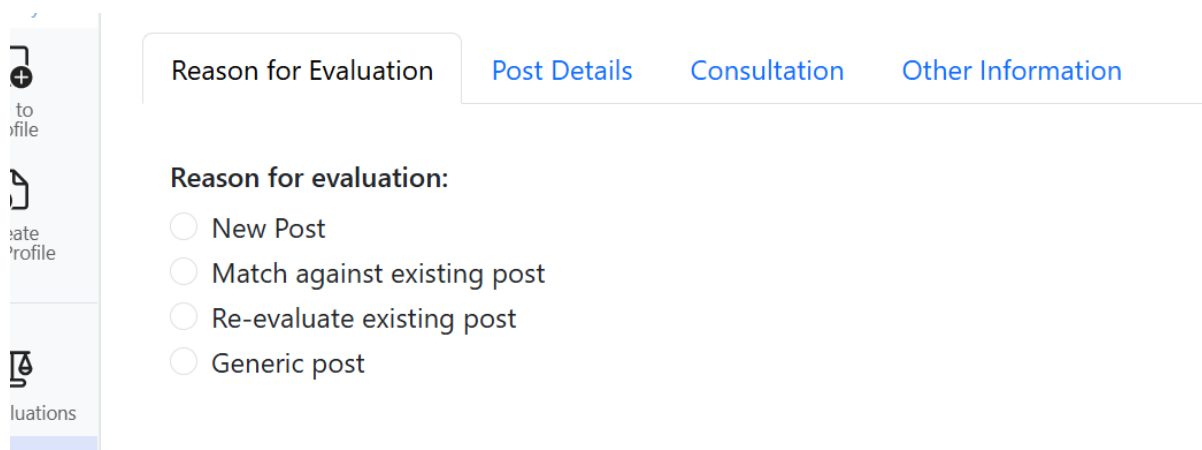
ⓘ You must seek Service Director approval prior to submitting your request.



Please tick **Yes** to the Autosave message in case you need to leave the submission before completion.

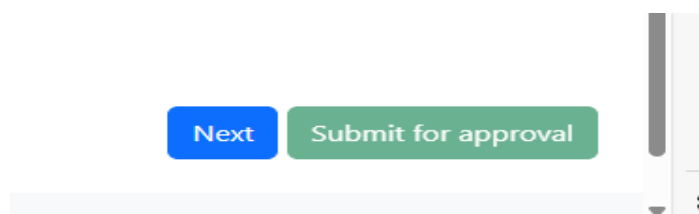


There are 4 tabs to be completed as shown in the image below:

The image shows a web interface with a sidebar on the left containing icons for 'to file', 'ate profile', and 'valuations'. The main content area has a tabbed interface with four tabs: 'Reason for Evaluation' (active), 'Post Details', 'Consultation', and 'Other Information'. Under the 'Reason for Evaluation' tab, there is a heading 'Reason for evaluation:' followed by four radio button options: 'New Post', 'Match against existing post', 'Re-evaluate existing post', and 'Generic post'.

1 - Reason for Evaluation

Click on the option that is appropriate for your post. Then other questions will pop up - please complete the text boxes with as much relevant information as you can and add appropriate dates/current postholder details etc. Click on Next when you are ready to move on to the next option i.e. Post Details.

The image shows a close-up of the bottom right corner of the form. It features two buttons: a blue 'Next' button and a green 'Submit for approval' button. A vertical scrollbar is visible to the right of the buttons.

2 - Post Details

Please complete the required details – you can pick from a list if there is text in the field saying Please Select. If you have an **Approved** Job Profile – you will be able to search for it here and attach it to the submission. If your JP is still in **submission** stage, then you can upload it to **Other Information** later as a draft Job Profile

3 – Consultation

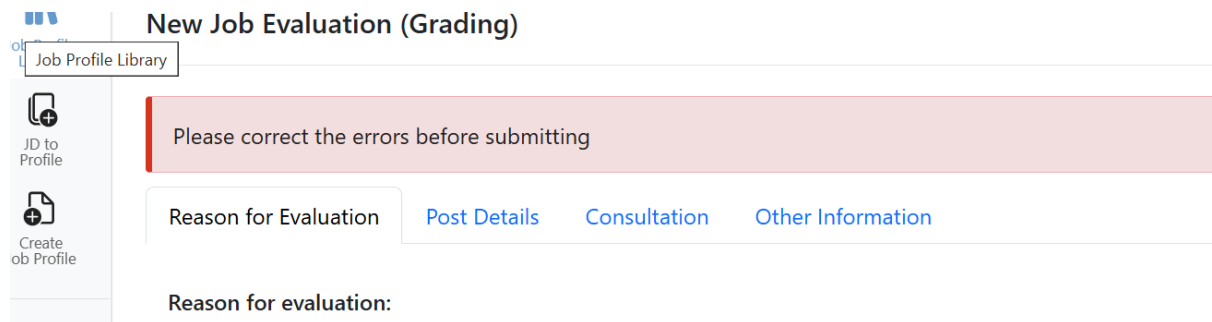
Please complete the text boxes with as much relevant information as you can – Evidence of TU and Employee consultation and an appropriate business case **are essential**. If these are not provided your request will be rejected.

4 – Other information

Upload a **Structure chart**, provide details of any other posts impacted, include your Chief Officer and HR Business Partner email addresses and upload any other relevant documents such as a draft Job Profile and Managers Guide here.

Finally, click on the “Submit for approval” (Green button) at the top right-hand of the screen.

If there are any mandatory fields that are incomplete, you will see a message asking you to correct the errors before you will be allowed to submit.



New Job Evaluation (Grading)

Job Profile Library

JD to Profile

Create Job Profile

Please correct the errors before submitting

Reason for Evaluation [Post Details](#) [Consultation](#) [Other Information](#)

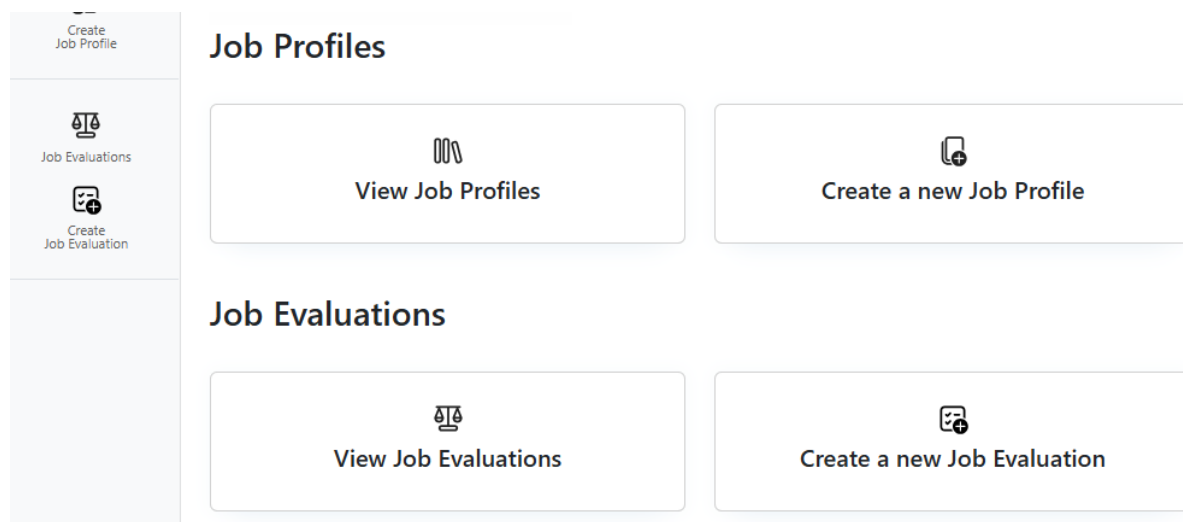
Reason for evaluation:

Once you have submitted your request, you will receive an automated email to confirm it has moved to the approval stage.

Chief Officer approves **then** HR Business Partner approves **then** Reward Team approve.

The post can be rejected at any stage if more information is required.

If you wish to check on your submission you can view it by clicking on the View tile on the main screen



Create Job Profile

Job Evaluations

Create Job Evaluation

Job Profiles

View Job Profiles

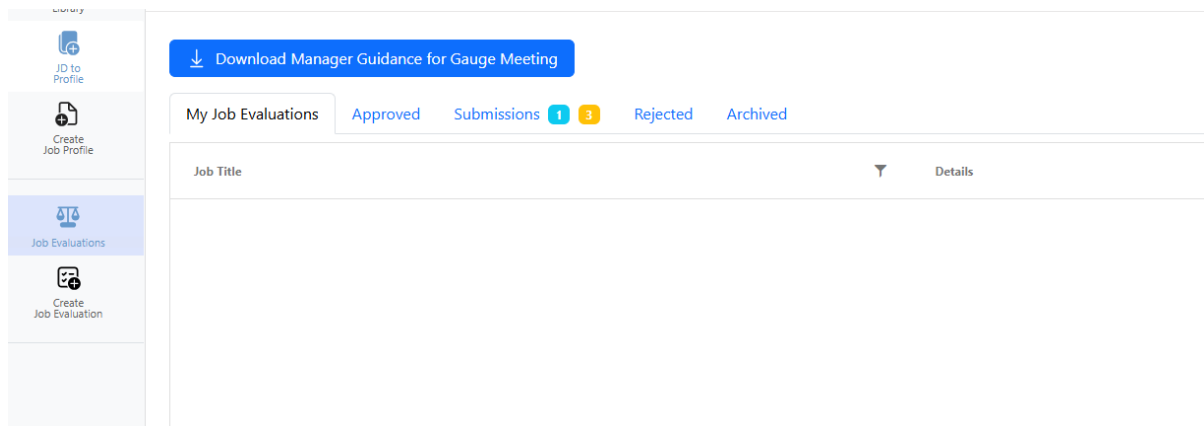
Create a new Job Profile

Job Evaluations

View Job Evaluations

Create a new Job Evaluation

Which will then display your Job Evaluations and the stage they are currently at



Timescales

It is difficult to confirm how quickly a post will progress through the system as it will depend on a number of different factors:

- The volume of requests received for Job Evaluation
- The priority given to your request by your Service as part of the approval process
- Whether any information is missing

Once the request has been approved it will be allocated to a member of the Reward Team who will work with you to submit the post to the next available Job Evaluation Group. Please note that the full process can take up to 12 weeks from request approval.

Please note that if you withdraw a request once it has commenced and later wish to recommence this a new request will need to be submitted on the system.

If you have any queries in relation to the system, please contact us at jobevaluation@falkirk.gov.uk