**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](mailto: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 | | | |

