**University of Victoria / CUPE LOCAL 951**

**Joint Job Evaluation Plan Questionnaire**

# **Guidelines for Supervisors Comments**

The role of the supervisor in providing comments following each staff member’s response to the questions is to ensure that positions under their supervision are treated equitably, and so that **all** positions can be accurately compared and evaluated by the Joint Job Evaluation Committee.

It is very important to the job evaluation process that supervisors consider the responses to their own staff members’ questionnaires in the wider context of the other jobs within the office and technical group. The questionnaire has been designed to assess the bona fide job requirements of skill, effort, responsibility and working conditions for all jobs within the CUPE 951 local. What we suggest is that you focus on whether the level selected is an appropriate fit for the job keeping in mind other jobs you are familiar with, not whether the job ought to be rated higher or lower than other jobs.

Please read the instructions at the beginning of the questionnaire to familiarize yourself with the procedures. Then review the position summary prepared by the staff member and ensure that it is an accurate representation of the core responsibilities and duties of the position. You may add comments where required.

Each question requires a response level to be selected by the staff member, followed by job specific examples to illustrate the response chosen. Please carefully review the examples provided by the staff member. If you conclude that the staff member has either over or under estimated a response level, we recommend that you consider the following:

* Meet with the staff member and discuss their responses. You may not change their response/rating. You may point out, in discussion, any factual discrepancies in the examples provided.
* In the supervisor’s comments section, provide **factual** information. You may provide alternative examples that factually represent the core responsibilities of the position, and note your suggested “alternative response level”.
* Excluded managers (Deans, Executive Directors, or is some cases, Vice Presidents) are asked to provide comments at the end of the questionnaire.

The questionnaire is returned to the staff member for final comment and signature before sending it to the Joint Job Evaluation Committee. This is to provide an opportunity to the member to review your observations and make any last comments.

**Please contact your HR Advisor if you require further information**