

Job Content Questionnaire (JCQ) - Signature Page

For multi-incumbent submissions, photocopy this sheet as necessary

Revision: April 2009

EFFECTIVE DATE:

Indicate the date that these changes came into effect: _____
(Mandatory)

EMPLOYEE INFORMATION:

Name:

ID #:

Department:

Job Title:

Work Address:

Phone/Ext #:

E-mail:

Signature:

Date:

Your signature indicates that:

- The information provided in the JCQ is accurate and complete and describes the scope of the job; and
- For provisionally rated jobs, you acknowledge receipt of this information only.

SUPERVISOR INFORMATION:

Name:

Title:

Work Address:

Phone/Ext #:

E-mail:

Signature:

Date:

Your signature as the supervisor of record of the position indicates that:

- The information provided in the JCQ is accurate and complete; and
- You have forwarded and reviewed the content with the department head or designate, as appropriate; and
- You understand that any increase to the incumbent's hourly rate resulting from the implementation of the evaluation outcome will be retroactive to the effective date indicated (subject to Collective Agreement and/or Implementation Agreement norms for maximum back-dating) and is the sole responsibility of the department.

IMPORTANT: Complete JCQ Submission Information (see reverse)

JCQ SUBMISSION INFORMATION:

Reason for submission - select one of the following:

Vacancy:

- Newly created job (interim JCQ completed by manager only):

- (Please provide Notification of Vacancy (NOV) number, if known.)
If the job has been modelled based on an existing JCQ, provide the JCQ #, title, department and incumbent's name. _____
- New employee (internal transfer or external hire) in an existing job replacing: _____
- (Please provide Notification of Vacancy (NOV) and JCQ numbers, if known, and previous incumbent's name)

Reevaluation:

- Submission of an existing job for reevaluation:

- (Please provide JCQ # of the original JCQ and ensure the changed job responsibilities are clearly indicated)

Review:

- Submission of an interim JCQ for review: _____
- (Interim JCQs are those that were created by the manager for new positions and need to be reviewed once the job has been occupied by an incumbent for at least 6 but not more than 12 months)

Other:

- Additional employee to be added to an existing job. Other incumbent(s) include:

- (Please provide JCQ # , if known)
- Other (state reason): _____