



October 2004

JJESC Bulletin #11

JCQ Help is Available!

JCQ Helpline

The Joint Job Evaluation Steering Committee (JJESC), established by McMaster University and the McMaster University Staff Association (MUSA), is pleased to announce that a JCQ Helpline has been established.

JCQ Helpline extension: **26465**

Hours of Operation: **9:00 a.m. - noon**
Monday through Friday
October 18th to November 12th

The JCQ Helpline is staffed by members of the Job Rating Committee (JRC) who will be available to answer specific questions you may have about completing the JCQ.

You'll find this service most beneficial if you have worked on a draft of your JCQ and have identified particular areas in which you need help.

Help for Multi-Incumbent Jobs

The JJESC is pleased to announce that an additional service is available to assist in the completion of multi-incumbent JCQs. Multi-incumbent jobs are those jobs that are staffed by two or more individuals doing the same or substantially the same work within a department.

For areas that have multi-incumbent jobs, members of the JJESC are available to meet with incumbents and supervisors of that job to facilitate completion of the JCQ. A typical facilitated session lasts about two hours during which the JJESC will interview the incumbents and supervisors to find out about the job. By the end of the session, you will have a completed draft to take away with you which then needs to be reviewed for completeness, signed and submitted to the JRC for evaluation.

If you are the supervisor and have identified a multi-incumbent job in your area, and you and the incumbents of the job would like this help, please contact the JJESC at [<jjesc@mcmaster.ca>](mailto:jjesc@mcmaster.ca).

For more information, or to review past bulletins, visit the following websites.

www.workingatmcmaster.ca/jjesc/
www.musa.ca/jjesc.html

Should you have any questions about this initiative, please e-mail <jjesc@mcmaster.ca>.
Sincerely,

The Joint Job Evaluation Steering Committee

Susan Birnie
Carmela Civitareale
John Drake
Jim Garrett
Daina Green
Heather Grigg
Marvin Gunderman
Kathy Ouellette
Rosemary Viola
Nancy Vukelich