



## Bulletin #14

### **Progress Report on New Job Evaluation System**

Thank you to everyone who has submitted your JCQ!

As of today, we have received JCQs for 1267 positions in the MUSA bargaining unit. We're still looking for JCQs from about 800 people. We'd like to remind you to get yours in as soon as possible as the deadline has passed.

We've spoken with a number of employees who've had questions about the completion process. They wanted to know how long it typically takes to complete a JCQ, what format to use, and how much detail to include. Many incumbents have completed their JCQ in 2-4 hours. It's most helpful to the Job Rating Committee (JRC) if the JCQ is done in point form and includes only the most complex examples for each question. Examples form the basis for the JCQ. Typically, three of your most complex or challenging examples are sufficient. Quality is of the utmost importance, rather than quantity.

If you are early in the process of completing your JCQ, we are still offering facilitated sessions. Such sessions have been done where the JCQ has been completed in about 2 hours. If you and your supervisor are interested in such a session, please contact the JJESC at <jjesc@mcmaster.ca>.

If you've completed a draft but have specific questions or you've completed your JCQ and are uncertain if it's ready to be submitted, please contact the JJESC at the above email address and, depending on the response, we will either hold JCQ clinics or provide individual follow-up.

The JRC meets every morning to rate jobs. We've recently welcomed two new members to the JRC - Stan Misiak and Annette Rosati. There will now be 14 members working in 3 sub-committees. The JRC is working diligently to rate all jobs. We'd like to remind everyone that the results of the evaluations will not be released until all JCQs have been received and rated. The successful completion of this new job evaluation system depends on everyone's timely submission of their JCQ.

Don't delay, do it today!

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

[www.workingatmcmaster.ca/jjesc/](http://www.workingatmcmaster.ca/jjesc/)  
[www.musa.ca/jjesc.html](http://www.musa.ca/jjesc.html)

Should you have any questions about this initiative, please e-mail [<jjesc@mcmaster.ca>](mailto:jjesc@mcmaster.ca).

Sincerely,

The Joint Job Evaluation Steering Committee

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