



October 2005

JJESC Bulletin #18

JCQ (Job Content Questionnaire) Signature Page

Are you a new employee in the MUSA Bargaining Unit or have you transferred to a different job in the Unit? If so, we need to receive a jointly completed JCQ from you and your supervisor. If you haven't completed it yet, please do it now. If a JCQ has been submitted for the job, but you didn't sign it, you and your supervisor need to complete a signature page so we can link you to your current position.

We've put the signature page on both of the websites noted below. You can simply print out the signature page form, sign it (both incumbent and supervisor) and submit it to the Job Rating Committee c/o Wentworth House room 118. Be sure to note on the signature page, which job it should be attached to as well as the name of any incumbent that signed the original JCQ. This will ensure we connect you to the correct job.

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

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

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