

Job Evaluation News

An Update from the Joint Job Evaluation
Steering Committee (JJESC)
A Joint Endeavour of McMaster University and the McMaster University Staff Association
(MUSA)

October, 2004-Issue 2

Important Message...

Months have passed since each MUSA member received a package with a Job Content Questionnaire to complete, and hundreds of people have attended more than 25 orientation sessions around the city. We know that many JCQs are 'in the works'; we encourage you to get them off your desks and in to be evaluated by the Job Rating Committee.

A lot of people seem to be having difficulty getting started. Sound familiar? Here are some ideas:

- If you are happy with your current job description, use that as a starting point, and adapt it to fill out the job summary on page 1
- Take ½ hour at the end of your work day, leaf through the JCQ, and fill in those questions that match what you did during the day

Are you delaying handing in your JCQ because you are afraid that you will miss something about your job? Remember that the JCQ does not have to describe each detail of your job, only those elements requiring the highest level of skill. If you think of something after you hand in your JCQ, you will have a chance to add it when you receive your rating after all of the jobs have been rated.

The Job Rating Committee is waiting for your JCQ.

Susan Birnie & Carmela Civitareale, Co-Chairs, JJESC



Contest update

Thank you to all those employees who submitted their JCQ's between the 1st and the 14th of October!

This month's winners of the Tim Horton's gift certificate booklets are *Mary Ciaramella* and *Gissele Damiani*.

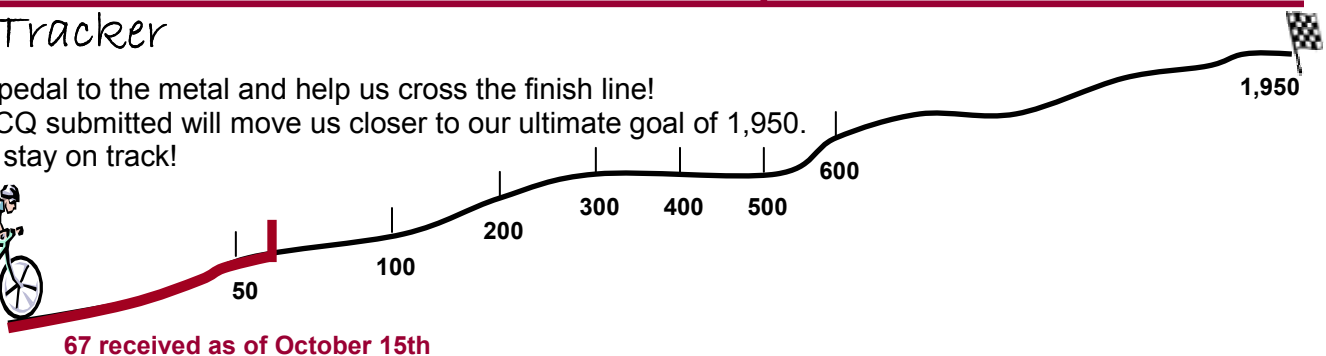
Individuals who submitted their JCQ prior to October 1st were entered into a bonus draw for a Tim Horton's gift booklet. The winners of the bonus draw are *Lisa Darragh* and *Katie West*.

On the 15th of each month, employees who have submitted their JCQ between the 1st and 14th of that month will be included in a draw for a Tim Horton's gift booklet, there are only two months remaining to be entered in this draw!

Don't forget...the first 75 people to submit their JCQs will be entered in a raffle to win a University themed gift basket.

JCQ Tracker

Put the pedal to the metal and help us cross the finish line!
Every JCQ submitted will move us closer to our ultimate goal of 1,950.
Help us stay on track!



Help for Multi-Incumbent Jobs

A new 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 interviews 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 Job Rating Committee (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>.

JCQ Helpline

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



JCQ Helpline extension:
26465

Hours of Operation:
9:00 a.m.-noon
Monday through Friday
Oct. 18th to Nov. 12th

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.

JCQ Submission Deadlines

The JJESC has developed a schedule of JCQ submission deadlines. Please ensure that JCQs for your area are submitted to the JRC, Wentworth House, Room 118, by the deadline noted below:



Deadline Date:

October 29, 2004

November 12, 2004

November 26, 2004

Departments/Areas Reporting to:

- Vice-President (Administration)
- Vice-President, Research and International Affairs
- Vice-President, University Advancement
- Dean & Vice-President, Health Sciences
- Vice-President (Academic)

Information Resources:

Electronic, WordPerfect and Word versions of the JCQ are available on the websites. The specially built, fill in the blank electronic version is recommended due to its ease of use.

For more information regarding the Job Evaluation System including the Plan, FAQs, past bulletins and the latest updates, please visit the following websites:

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

The JJESC can be reached via email at:

jjesc@mcmaster.ca