



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)

January, 2005-Issue 3

Important Message...

Happy New Year!

The fall has been busy—people have been completing and submitting their Job Content Questionnaires (JCQs) and the Job Rating Committee (JRC) has been busy rating the jobs. Thank you to everyone who has submitted to date.

There still remains a large number of unfinished JCQs. Approximately 1400 are still outstanding and have missed the deadline. JCQs were originally distributed in May of 2004 and employees and supervisors have had more than 7 months to jointly complete the JCQ.

It's important that all JCQs are submitted by February 28th. This is a firm deadline date. The only exception are JCQs for new jobs (see pages 2 and 3 for details).

Submit your JCQ today!

Susan Birnie & Carmela Civitareale,
Co-Chairs, JJESC



Contest update

Thank you to all those employees who submitted their JCQs between the 1st and the 14th of November and December!

The winners of the Tim Horton's gift certificate booklets for November are: *Elizabeth Moore* and *Shirley Verhage*. The December winners are: *Mary Kiriakopoulos* and *Debbie Trebych*.

The first 75 people to submit their JCQs were entered in a raffle to win a University themed gift basket. We are pleased to announce the winner of the basket is *Yvonne Racine*. Congratulations!



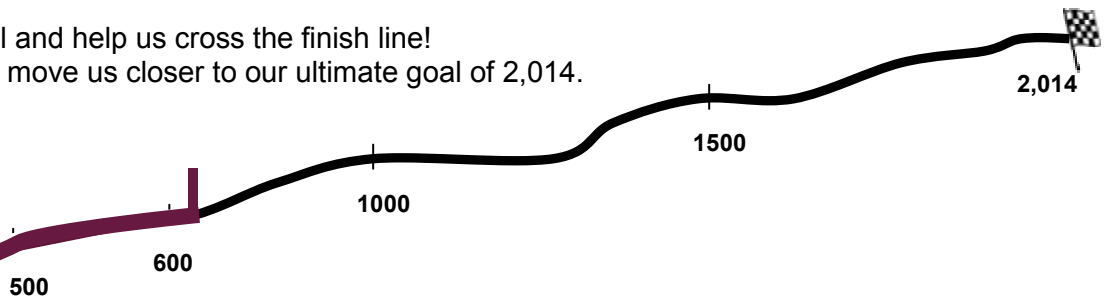
Yvonne Racine is pictured with JJESC Co-Chair, Susan Birnie.

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 2,014.
Help us stay on track!



645 received as of January 13th





? Question:

In “Physical Effort” (Subfactor 7), can you identify the differences between?:

1. Finger movements such as keyboarding/use of mouse where accuracy is secondary;
2. Keyboarding/use of mouse where accuracy is primary with prolonged rapid movements; and
3. Precise placement of objects, including pointing and scrolling with a mouse, pipetting, etc.

Answer:

1. *Keyboarding/use of mouse where accuracy is secondary* would include all word-processing, responding to emails, searching the Internet, and the entering of data into spreadsheets because errors can be corrected fairly easily.
2. *Keyboarding/use of mouse where accuracy is primary with prolonged rapid movements* would include entering information into real-time systems where keying/coding errors are typically discovered later or have to be corrected by someone other than yourself; or data entry where the keyboarding is sustained and rapid. Think of on-line banking as an example of this. If you are transferring funds and you incorrectly transpose the account number you key in, once you hit enter, the funds are transferred into someone else's account and you cannot correct the error.
3. *Precise placement of objects, including pointing and scrolling with a mouse* would include some graphic design, graphical information systems (GIS) or computer assisted design (CAD) applications where the mouse work must be very precise.

? Question:

When I complete my JCQ where should I send it?

Answer:

For paper submissions, the original paper copy of the JCQ should be sent to the Job Rating Committee, Wentworth House, Room 118. **Be sure to keep a photocopy for yourself.**

? Question:

How do I submit my JCQ electronically?

If you are using the electronic version, the submission is handled electronically. Before you submit, an email address identifying who to send the signature form to must be specified in the box above the ‘submit’ button. This person (usually the supervisor) is emailed the signature page and that person is responsible to ensure that appropriate signatures are obtained and then mailed to the JRC. When you click “submit”, a copy of the JCQ is forwarded to the JRC, and is automatically emailed to everyone on the participant list page.

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