

## Process Flow for Job Evaluation Scheme

- Employee completes application form. Post holders must be in the post at least two years before eligible to apply. It is important to note that the form is concerned with job content.
  - ✓ Evaluators require clear, comprehensive and accurate information on the key aspects of the post under five headings.
  - ✓ The post should be described as it is currently, not in terms of what it will, should or could be.
  - ✓ Responses should be concentrated on the typical job requirements, not one-off or rare events.
  - ✓ Application should include supporting evidence and examples where possible.

- Review and sign off by Line Manager.

The line manager must validate the contents of the application ensuring that:

- ✓ The duties set out by the applicant are the duties of the post.
- ✓ That the educational qualifications are the requirements of the post (and not the educational qualifications of the post holder).

The line manager will also be required to:

- ✓ Give an overview of the relevant section/department where the post resides including the reporting relationship of the post.
- ✓ Validate supplementary information that may be given by a post holder at interview.

- Review and signed off by Grade VIII or above Service Manager.

On receipt of an application for evaluation the service manager in conjunction with the line manager should:

- ✓ Validate the accuracy of the content on the application form.

Consider whether an application for the upgrading of a post is to be addressed through:

- ✓ Whether restructuring of the service is expected within 3 months of application.
- ✓ Whether positions at more senior level in the same work area are to be filled by way of normal appointment process authorised to take place within 3 months.
- ✓ The application should be considered in light of the services, budgetary and employment control directives. The Service Manager should then consider whether to continue to process the application through the Job Evaluation Scheme.

On decision to put forward the request for evaluation the Senior Manager must:

- ✓ Sign the application form
- ✓ Forward the following with the application:
  1. An organisational chart.
  2. Diagram/chart of the post's reporting relationships.
  3. Authorised job description of the post (if available).
  4. Details of the financial authorisation attached to the post (if applicable).
- ✓ While the Divisional National Director is responsible for admitting the application to the Job Evaluation Scheme, each Directorate will determine their own procedure regarding the administration of applications, as appropriate to the structure of the Directorate. If the post is accepted for evaluation, the service manager will forward the application according to the procedure for the Directorate.

- Forms forwarded via Divisional procedure (as above) to the National Director for submission.
  - ✓ The Divisional National Director will make the decision whether or not to admit the application to the [jobevaluation.scheme@hse.ie](mailto:jobevaluation.scheme@hse.ie) for processing.
- Form submitted by post or email to Job Evaluation Scheme, HSE, Oak House, Millennium Park, Naas, Co. Kildare, W91 KDC2 or [Jobevaluation.scheme@hse.ie](mailto:Jobevaluation.scheme@hse.ie)
- Enquiries on scheme to: [Jobevaluation.scheme@hse.ie](mailto:Jobevaluation.scheme@hse.ie)
- Applications will be dealt with as agreed with IMPACT in the following order:
  1. Applicants who had made application for evaluation at the time of suspension of the scheme in 2008 and whose application remains relevant.
  2. Applicants to the long term acting regularisation process who have been re-directed to the scheme by the arbitrator.
  3. Applicants who have been redirected to job evaluation by outstanding third party recommendations.
  4. Applications at the level of Clerical Officer
  5. All other applications.

All applications will be placed in the fourth (Clerical Officers) or fifth category by default unless there is documentary evidence attached indicating that the application is comprehended by 1, 2 or 3.

- Forms will be processed and joint evaluators allocated.
- Evaluators meet with the applicant.
- Evaluators score and make decision on the application.
- Evaluators communicate decision to Job Evaluation office.
- Job Evaluation office communicates decision to individual and line manager.
- Where upgrade is awarded, management take action according to the HR Circular 14/2016:

Where the post has been occupied by an individual for 4 years or more at the time of evaluation, the methodology of filling same will be by way of designation.

All other posts will be filled maximising the available pool as follows:

- A post in a Community Health Organisation (CHO) will be filled by advertising in the particular CHO.
- A post in a Hospital Group will be filled by advertising in the particular Hospital Group.
- A post in National Division will be filled by advertising in the particular National Division.