# How to submit a Job Evaluation request:

## New Positions
- Complete Compensation Requisition Form
- New Job Description in Word format
- Organization chart (if applicable)

**Leader Action:**
- Email documents to: compensation@sfu.ca
- Subject line: Posting: Dept name

**Next Step:**
1. Compensation will follow up if more information is required.
2. Compensation will email job evaluation results to the Supervisor & cc HRBP.
3. Supervisor to follow up with HRBP for recruitment process.

## Existing Positions/Re-evaluations or Editorial Changes
- Complete Compensation Requisition Form
- Organization chart (if applicable)
- Document the changes in the EXISTING Job Description using “tracked changes” in Word format

### APSA/Excluded Re-evaluations
- Complete Compensation Requisition Form
- Organization chart (if applicable)
- Document the changes in the EXISTING Job Description using “tracked changes” in Word format

### CUPE Re-evaluations
- Complete Position Re-evaluation Request Form
- Attach all documents as per Article 17.03 (b) of the CUPE collective agreement (page 39)

**Leader Action:**
- Email documents to compensation@sfu.ca
- Subject line: Occupied re-evaluation: Dept name

**Next Step:**
1. Compensation will follow up if more information is required.
2. Compensation will email a job summary, qualifications and job evaluations results to the Supervisor & cc HRBP.

**Approvals:**
- New continuing roles – VP Level Required
- Note: VP Academic please see VP Academic / Financial and Budget Management / New Continuing Staff Position Requests for approval procedures

## Additional duties (temporary)
- Complete Compensation Requisition Form
- Document the additional duties in the EXISTING Job Description using “tracked changes” in Word format

**Leader Action:**
- Email documents to compensation@sfu.ca
- Subject line: Additional duties (temp): Dept name

**Next Step:**
1. Compensation will follow up if more information is required.
2. Compensation will email job evaluation results to the Supervisor & cc HRBP.

**Approvals:**
- Manager / Leader

## Other Changes:
- Title Change
- Reporting Relationship
- Department Change
- Change of hours
- Temp to Continuing
- Position Inactivation

**Leader Action:**
- Email documents to compensation@sfu.ca
- Subject line: Other Changers: Dept name

**Next Step:**
1. Compensation will follow up if more information is required.
2. Compensation will email the supervisor once changes complete.

**Approvals:**
- Temp to Continuing – VP Level Required
- Other Changes – Manager / Leader

## Re-organizations
- First step: Connect with your HR Business Partner to discuss re-organization prior to contacting Compensation.

**Leader Action:**
- Email documents to compensation@sfu.ca
- Subject line: Other Changers: Dept name

**Next Step:**
1. Compensation will follow up if more information is required.
2. Compensation will email the supervisor once changes complete.

**Approvals:**
- Strategic HR Business Partner team will advise you on next steps and forms required.
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Notes:

- The Compensation Requisition Form has replaced all other forms for Job Evaluation requests.
- Requests with missing documents will not be placed in the queue until all required documents are submitted.
- Job Evaluation priority order: Positions for posting, Re-organizations, Additional duties, Occupied re-evaluations.
- Please ensure you have reviewed all documentation carefully before submission and consulted with your [HR Business Partner](#) (if required). This will be used to determine the final classification. The compensation team is accountable for determining the final decision regarding the grade and classification based on the information provided by the leader.
- Timelines are based on volume and JE Priority order. Please keep this in mind when planning your JE request.

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