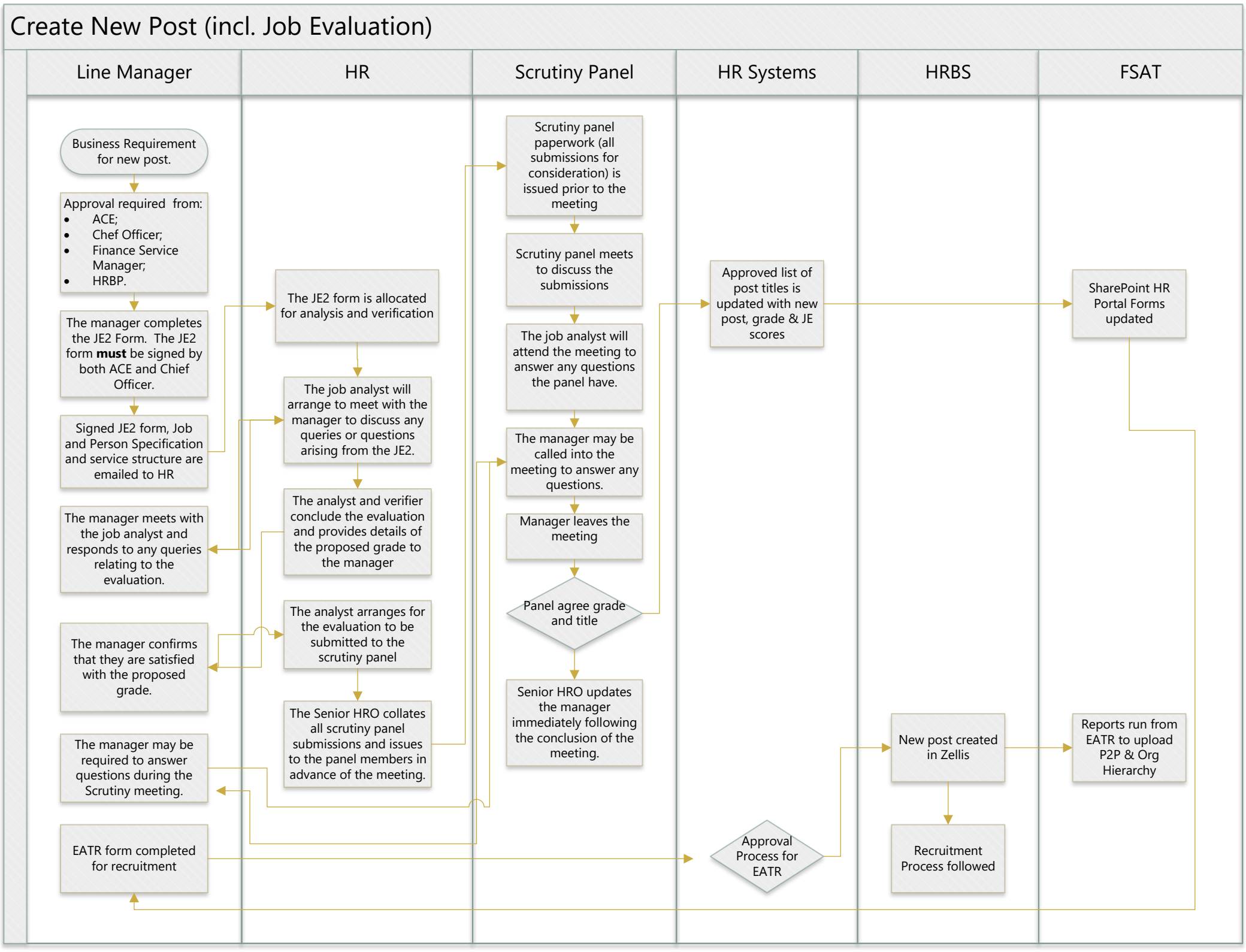
Create New Post (incl. Job Evaluation)
Line Manager
HR
Scrutiny Panel
HR Systems
HRBS
FSAT
Business Requirement for new post.
Approval required from:
• ACE;
• Chef Officer;
• Finance Service Manager;
• HRBP.
The manager completes the JE2 Form. The JE2 form **must** be signed by both ACE and Chief Officer.
Signed JE2 form, Job and Person Specification and service structure are emailed to HR
The manager meets with the job analyst and responds to any queries relating to the evaluation.
The manager confirms that they are satisfied with the proposed grade.
The manager may be required to answer questions during the Scrutiny meeting.
EATR form completed for recruitment
The JE2 form is allocated for analysis and verification
The job analyst will arrange to meet with the manager to discuss any queries or questions arising from the JE2.
The analyst and verifier conclude the evaluation and provides details of the proposed grade to the manager
The analyst arranges for the evaluation to be submitted to the scrutiny panel
The Senior HRO collates all scrutiny panel submissions and issues to the panel members in advance of the meeting.
Scrutiny panel paperwork (all submissions for consideration) is issued prior to the meeting
Scrutiny panel meets to discuss the submissions
The job analyst will attend the meeting to answer any questions the panel have.
The manager may be called into the meeting to answer any questions.
Manager leaves the meeting
Panel agree grade and title
Senior HRO updates the manager immediately following the conclusion of the meeting.
Approved list of post titles is updated with new post, grade & JE scores
Approval Process for EATR
New post created in Zellis
Recruitment Process followed
SharePoint HR Portal Forms updated
Reports run from EATR to upload P2P & Org Hierarchy