Job Evaluation Request

Northwest Territories Human Resources

NOTE - Required THREE attachments for complete Job Evaluation Request Package:

* Job Evaluation Request form * Job Description * Organization Chart - ALL signed & dated by Deputy Head

Job Evaluation Information

Required Section

Evaluation of	A **NEW** Position	An **EXISTING** Position *(*select changes below)*	An **INTERN** Position *(New or Existing)*
***Applicable Changes**	New Duties Added Duties Removed	Clarification of Responsibilities JD Update *(*select updates below)*	
***JD Update Changes**	Title Change Reporting Change	KSA or TAB Change Location Change	Wording Change Format Change

Dept. Code Change Other *(*specify in comments below)*

Comments

(Please attach separate page for additional comments)

Prioritization Request

Position Information *(Only ONE Position # accepted per form)*

Required Section

Position #		**Position Title**	*(30 Characters Maximum)*
Department		**Dept. Code**	**Funding**
Reports to Position #	**Location**	**Union**	*(If NEW Exclusion, send Exclusion Request to Labour Relations unit)*
Basic Info.			

Other Info.   Bilingual Required   Seasonal Position   Lieu Stat Bank   Stat Bank (16.09)

Confidential Position

(dd/mm/yy)

Effective Date   **Date Requested*

Deputy Head Signature _____   **Date** _____

Job Eval Submission

Please send complete Job Evaluation Request Package to:

Headquarters - *Hardcopy* - Internal Mail to YK-6

Regions - *Electronic Copy* - job_evaluation@gov.nt.ca

For Job Evaluation Request inquiries please contact job_evaluation@gov.nt.ca

Job Evaluation Use Only