

SUN/SAHO Position Evaluation Questionnaire – Checklist

The following checklist will ensure a thorough and timely evaluation. The questionnaire can be found at <http://www.working-for-health.ca/sunje/sun-position-evaluation-questionnaire>

| Role of: | Responsibilities: |
|---|---|
| Employee(s)/ OOS Supervisor | <p>Changed Position Questionnaire</p> <ul style="list-style-type: none"> • Employee(s) and OOS Supervisor complete and forward the questionnaire to their HR department <p>New Position Questionnaire</p> <ul style="list-style-type: none"> • OOS Supervisor completes and forwards the questionnaire to their HR department • Once the position has been occupied for six (6) months, the employee(s) and OOS Supervisor are required to review and amend the initial questionnaire and forward to their HR department |
| Employer HR Department | <p>New or Changed Position Questionnaire</p> <ul style="list-style-type: none"> • HR ensures questionnaire is complete and forwards it to SAHO, along with a current job description (this job description is for information purposes only) |
| SAHO | <p>New or Changed Position Questionnaire – Evaluation</p> <ul style="list-style-type: none"> • SAHO reviews the questionnaire and communicates the decision to the HR department, employee(s) and SUN |
| <p>Reconsideration Process</p> <ul style="list-style-type: none"> • If the employee(s) and/or OOS Supervisor wish to have the classification placement of a position reconsidered: <ul style="list-style-type: none"> • Employee(s) and OOS Supervisor complete a new questionnaire (or the initial questionnaire is amended) and forward to their HR department • HR ensures the questionnaire is complete and forwards it to the SUN/SAHO Position Evaluation Committee (PEC) via SAHO • The reconsideration must be referred within sixty (60) calendar days of receiving notification of the classification placement of the position • The decision of PEC is final and binding SAHO communicates the decision of the PEC to the HR department, employee(s) and SUN | |

For further information, please contact:

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