

Managers' Briefing:

Job Evaluation and Job Overview Documents



OFFICIAL

Introduction

The next step in the job evaluation process is the issuing of job overview documents to staff who have participated in job evaluation interviews and to their line managers. Job overview documents have already started to be issued and this will continue to be phased over the coming months.


The Job Evaluation Operational Steering Group, comprising of management and trade union representatives working in partnership, have agreed the processes and guidance for the issuing of job overview documents.

Your role

This briefing explains the role of the line manager in the job overview process and the training you should complete to prepare for this task. You are responsible for agreeing Job Overview Documents with your staff **within seven days** of receiving the request.

What is a job overview document?

Following the job evaluation interview a job overview document (JOD) is produced. This document describes the demands of the role undertaken by the jobholder set against the factors of the Job Evaluation Scheme.

The computerised job evaluation system produces the document as a summary of the information input during the job evaluation interview. This is the key document in the evaluation process, and its purpose is to capture the outcome of the evaluation process based on agreed job content. You can see a  [sample Job Overview Document here. \[44kb\]](#)

What is the role of the line manager?

As a manager you may already have supported your staff to participate in the job evaluation process and attended a briefing about the scheme. If not, this may be something that you will still be involved with in the future, so it's also worth looking at what's involved now.

When you and a job holder receive a copy of the job overview document (JOD) you must arrange to discuss the JOD with them to reach a consensus that the comments provided do accurately reflect the demands of the role.

- The JOD should be returned to the Job Evaluation **within seven days of the request**.
- If you can't reach agreement or have questions about the JOD, then you should arrange a meeting with the team **within seven days**.
- Outstanding JODs will be escalated to service management teams for action.

Managers' Briefing:

Job Evaluation and Job Overview Documents



OFFICIAL

Supporting you – take the online course now

To support and prepare you to discuss the JOD you should take the course on GOLD which explains your role and the job evaluation scheme in relation to job outcomes.

[Job Overview Document Line Manager Briefing Gold Course](#)

Following completion of the GOLD course you can also refer to this guidance below.

[Line Manager Guide to the Job Overview Document](#)

More support is also available from the Job Analyst Team.

More information

Services have already identified the most appropriate managers to review job overview documents. If you receive a job overview document for an employee you do not recognise or perhaps you believe you are not the best placed manager to review their document, then you should discuss this with your Service HR Team [Glasgow Intranet - Your Service HR](#)

You can find out more information about job evaluation including all scheme documentation and guides on [Job Evaluation Webpage](#).