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| HR192 | **POSITION EVALUATION APPLICATION FORM** |  |

NOTES

* Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
* Guidelines regarding Position Evaluation can be found at: <http://www.hr.uct.ac.za/sites/default/files/image_tool/images/236/position_evaluation_guide.pdf>
* Upon completion this form should be sent to the Organisational Design Specialist: Organisational Development and Design, Cambria House, Middle Campus.
* Failure to submit complete supporting documents will result in the application being rejected.

**Line manager making application**

|  |  |  |  |
| --- | --- | --- | --- |
| Name  |  | Staff number |  |
| Department |  | Position title |  |
| Telephone number |  | Email |  |

**POSITION Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed new position title |  | Proposed new job title (HRBP to provide) |  |
| Current position title |  | Current job title (HRBP to provide) |  |
| Current position grade |  |
| Faculty / department |  | Department / unit |  |

**Position holder Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Staff number |  |
| First names |  |
| Telephone number |  | Email |  |

**Application Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason for application** (tick one) | New position: before recruitment  |  | Complete Section A |
| Re-evaluation: current position before recruitment |  | Complete Section B |
| Re-evaluation: confirm grade of new position 6 – 12 months after position filled |  | Complete Section B |
| Re-evaluation: substantive functions added or removed |  | Complete Section B |
| Re-evaluation: confirm grade every four years, no substantive change to position |  | Complete Section B |
| Restructuring: ERMC approved restructuring process |  | Complete Section C |
| Other (please state) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Process requested**(tick one) | Benchmarking |  | HR Business Partner (HRBP) completes Section D |
| Formal position evaluation |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Have you attached?**(tick) | New position description of position to be graded  |  | Complete and signed by line manager and position-holder, on [HR191](http://forms.uct.ac.za/hr191.doc) |
| Old position description of position to be graded  |  | If necessary, on [HR191](http://forms.uct.ac.za/hr191.doc) |
| Full organogram of whole department/unit |  | Most recent, with position titles and grades |
| Position descriptions of all other positions affected  |  | If necessary, on [HR191](http://forms.uct.ac.za/hr191.doc) |
| Position descriptions of positions used for benchmarking |  | If benchmarking, on [HR191](http://forms.uct.ac.za/hr191.doc) |
| Any other documentation which assists in understanding the position |  | If necessary |

**SECTION A: new position**

|  |  |
| --- | --- |
| How has the new position come about? |  |
| Was another position responsible for these functions previously? If so, which position is it and how has that position now changed? |  |
| Has any other position been affected in any way by this new position? If so, which position is it and how has that position now changed? |  |

**SECTION B: Re-evaluation**

|  |  |
| --- | --- |
| Date of last evaluation |  |
| How has the position changed (if at all)? |  |
| What substantive functions (if any) have been added or taken away? |  |
| Was another position responsible for these functions previously? If so, which position is it and how has that position now changed? |  |
| How has the level of complexity changed, (if at all)? |  |
| Has any other position been affected in any way by this change? If so, which position is it and how has that position now changed? |  |

**SECTION C: Restructuring**

|  |  |
| --- | --- |
| How has the position changed (if at all)? |  |
| What substantive functions (if any) have been added or taken away? |  |
| Was another position responsible for these functions previously? If so, which position is it and how has that position now changed? |  |
| How has the level of complexity changed, (if at all)? |  |
| Has any other position been affected in any way by this change? If so, which position is it and how has that position now changed? |  |

**SECTION D: Benchmarking**

(To be completed by HRBP performing benchmarking)

|  |  |
| --- | --- |
| Reason for benchmarking |  |
| HR Business Partner (HRBP) performing benchmarking |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Positions used to benchmark | Position title | Job title | Faculty/Department | Position Grade | Date last graded |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Similarities between position being graded and positions used to benchmark |  |
| Differences between position being graded and positions used to benchmark |  |

|  |  |
| --- | --- |
| Benchmarking result (position grade) |  |

**AUTHORITY**

|  |
| --- |
| **Line Manager** |
| Name | Signature | Date |
|  |  |  |

|  |
| --- |
| **Head of Department** |
| Motivation in support of this application  |
|  |
| Name | Signature | Date |
|  |  |  |

|  |
| --- |
| **Dean or Executive Director** |
| Motivation in support of this application  |
|  |
| Name | Signature | Date |
|  |  |  |

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| --- |
| **HR Business Partner (HRBP)** |
| Motivation in support of this application  |
|  |
| Name | Signature | Date |
|  |  |  |

 **COMPLETING A POSITION EVALUATION APPLICATION FORM**

**HR192**

**When do I submit this form?**

This form is completed when a position needs to be evaluated and graded:

* When a position is new, before recruitment
* When a current position is vacant, before recruitment, where the position has changed
* When a position is new, 6 months to 1 year after the position is filled
* When substantive functions are added or removed from a position
* When substantive functions are added or removed from a position during an ERMC approved restructuring process

It is good practice to revisit the grade of a position every four years, if capacity allows.

Re-evaluations will be done quarterly, in March, June, September and December, the deadlines for submission being the middle of February, May, August and November respectively. Grading results will be communicated at the end of March, June, September and December respectively.

Evaluations of new positions and positions affected by ERMC restructures will be done on a monthly basis. The timing of these evaluations will coincide with the OPSMAG meeting calendar.



* Position evaluation is never used to promote or reward people.
* A position will not ordinarily be re-evaluated within 1 year after its last evaluation.

**What sections of the form do I complete?**

|  |  |
| --- | --- |
| New position: before recruitment  | Applicant completes Section A |
| Re-evaluation: current position before recruitment | Applicant completes Section B |
| Re-evaluation: confirm grade of new position 6 – 12 months after position filled | Applicant completes Section B |
| Re-evaluation: substantive functions added or removed | Applicant completes Section B |
| Re-evaluation: confirm grade every four years, no substantive change to position | Applicant completes Section B |
| Restructuring: ERMC approved restructuring process | Applicant completes Section C |
| Benchmarking | HR Business Partner (HRBP) completes Section D |

**Where do I send this form?**

Once completed and signed, this form should be sent to the Organisational Design Specialist: Organisational Development and Design, Cambria House, Middle Campus.

**What other forms do I need to complete?**

[HR191](http://forms.uct.ac.za/hr191.doc) form, if not already completed.

**What other documentation must be attached?**

* The full new position description of the position to be graded (on HR191).
* The full old position description of the position to be graded (on HR191).
* A full organogram of the entire department or unit, stating position titles and grades.
* The position descriptions used for benchmarking (on HR191).
* The position descriptions of any other positions affected (on HR191).
* Any other documentation which assists the Position Analyst in understanding the position.