

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:
OOS Supervisor/ Employee(s)	New Position Questionnaire - OOS Supervisor completes and forwards the questionnaire to the Employer HR Department Changed Position Questionnaire - Employee(s) and OOS Supervisor complete and forward the questionnaire to the Employer HR Department - Rationale as to what has changed in the position, the previous job description and an updated job description are to be provided Six-Month Review Questionnaire - Once the new position has been occupied for six (6) months, the employee(s) and OOS Supervisor are required to review and amend the initial questionnaire as required and forward to the Employer HR Department
Employer HR Department	New, Changed or Six-Month Review Position Questionnaire - Employer HR Department ensures questionnaire is complete and forwards it to SAHO, Classification & Job Evaluation Department along with a current position job description (this provides additional information for a better understanding of the position) - Employer HR Department is to communicate results of evaluations to the OOS Supervisor and employee (if applicable)
SAHO	New, Changed or Six-Month Review Position Questionnaire – Evaluation SAHO, Classification & Job Evaluation Department evaluates the questionnaire and communicates the decision the Employer HR department and SUN
Reconsideration Process (Does not apply to new positions until they have gone through the six-month review process) - If the employee(s) and/or OOS Supervisor wish to have the classification placement of a position reconsidered: - Employee(s) and OOS Supervisor may amend the questionnaire to provide any additional information (ensuring changes are identifiable) and forwarded to Employer HR department - Employer HR department ensures the questionnaire is complete and forwards it to the SUN/SAHO Position Evaluation Committee (PEC) via SAHO, Classification & Job Evaluation Department - The reconsideration must be received in the SAHO, Classification & Job Evaluation Department within sixty (60) calendar days of receiving notification of the classification placement of the position - SAHO, Classification & Job Evaluation department communicates the decision of the PEC to the Employer HR department and SUN - The employer HR Department communicates the results to the employee(s) and OOS Supervisor. - The decision of PEC is final and binding.	

For further information, please contact:

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