



# Job Evaluation Request

**\*\*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

<b>Evaluation of</b>	A <b>NEW</b> Position	An <b>EXISTING</b> Position (*select changes below)		An <b>INTERN</b> Position (New or Existing)
<b>*Applicable Changes</b>	New Duties Added	Clarification of Responsibilities		
	Duties Removed	JD Update (*select updates below)		
<b>*JD Update Changes</b>	Title Change	KSA or TAB Change	Wording Change	Dept. Code Change
	Reporting Change	Location Change	Format Change	Other (*specify in comments below)
<b>Comments</b>				
<b>Prioritization Request</b>				

(Please attach separate page for additional comments)

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

Required Section

<b>Position #</b>	<b>Position Title</b>				(30 Characters Maximum)
<b>Department</b>	<b>Dept. Code</b>	<b>Union</b>			(If NEW or changed excluded position, send Exclusion Request to Labour Relations unit)
<b>Reports to Position #</b>	<b>Title</b>	<b>Location</b>			
<b>Basic Info.</b> {	<b>Position Security</b>				
<b>Language &amp; Other Info.</b> { (If Applicable)	<b>French</b>	<b>Oral</b>	<b>Reading</b>	<b>Writing</b>	
	<b>Aboriginal</b>	<b>Select Required Language</b>	<b>Confidential Position</b>	<b>Seasonal Position</b>	
<b>Effective Date:</b> <u>Date of Deputy Head Signature on JD</u>		<b>OR</b>	<u>Specific Date Requested</u>		(dd/mm/yy)
<b>Deputy Head Signature</b> _____			<b>Date</b> _____		

### Job Evaluation Use Only

<b>Log in date:</b>
<b>National Occupational Classification</b>
New: _____
Update: _____
No Change: _____

Please send Electronic Copy of complete Job Evaluation Request Package to:  
[job\\_evaluation@gov.nt.ca](mailto:job_evaluation@gov.nt.ca)

For Job Evaluation Request inquiries please contact:  
[job\\_evaluation@gov.nt.ca](mailto:job_evaluation@gov.nt.ca)

Job Eval Submission