Job Evaluation Process Chart

**Required Materials:**
- Electronic version of the job description (Word)
- Organizational chart
- Position change form
- Rationale for request

**Revision to existing position (with incumbent):**
- Required materials are submitted to Job Evaluation
- Position is evaluated and graded by Job Evaluation
- Finalized job description and grade are added to website

**New position (does not exist):**
- Request is initiated in iCIMS by the Hiring Manager
- Position is evaluated and graded by Job Evaluation
- Position is sent for approval
- Recruitment process can begin

**Vacant existing position (no change to job description):**
- Request is initiated in iCIMS by the Hiring Manager
- Position is sent for approval
- Recruitment process can begin

**Vacant existing position (revised job description):**
- Required materials are submitted to Job Evaluation
- Position is evaluated and graded by Job Evaluation
- Finalized position is submitted to iCIMS by Hiring Manager
- Position is sent for approval
- Recruitment process can begin

**Contract / Temporary hire (minimum 1 year):**
- Required materials are submitted to Job Evaluation
- Position is evaluated by Job Evaluation
- Recruitment process can begin

Submit requests to: jobevaluation@uwaterloo.ca