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## Job evaluation

[Schools' job evaluation submission form guidelines](#)

[Schools' job evaluation submission form](#) (word)

- [Job analysis template](#) (word)
- [Job description template](#) (word)

## The evaluation process

The job evaluation process is the process of reviewing the range of activities, skills and responsibilities that form part of a job in order to ensure that the job is graded appropriately.

As grade influences pay, this also ensures that individuals are paid appropriately.

### Job descriptions with changes

If schools use generic job descriptions with amendments, they will need to go through the job evaluation process.

You should then submit the amended/new job description and the above job evaluation submission form to the [schools HR consultancy team](#).

This is also the case where you have an alternative job description or where the employee has requested a review or update of an existing job description.

### Job descriptions - no changes

If schools use generic job descriptions in their entirety they should still notify the schools HR consultancy team of which job description has been adopted for which post.

#### Related services

[HR advice and consultancy 2024/25](#)

#### Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

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