

# 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

Evaluation of  A **NEW** Position     An **EXISTING** Position (*\*select changes below*)     An **INTERN** Position (*New or Existing*)

**\*Applicable Changes**     New Duties Added     Clarification of Responsibilities  
 Duties Removed     JD Update (*\*select updates below*)

**\*JD Update Changes**     Title Change     KSA or TAB Change     Wording Change     Dept. Code Change  
 Reporting Change     Location Change     Format Change     Other (*\*specify in comments below*)

Comments  (Please attach separate page for additional comments)

Prioritization Request

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

Required Section

Position #     Position Title  (30 Characters Maximum)

Department     Dept. Code              Funding

Reports to Position #     Location     Union  (If NEW Exclusion, send Exclusion Request to Labour Relations unit)

Basic Info.

Other Info.     Confidential Position     Seasonal Position     Lieu Stat Bank     Stat Bank (16.09)  
 Bilingual Required    Bilingual Proficiency

Effective Date     \*Date Requested  (dd/mm/yy)

Deputy Head Signature \_\_\_\_\_    Date \_\_\_\_\_

Job Eval Submission

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 Evaluation Use Only