



Managers' Briefing

Job evaluation interviews



Background

The council's job evaluation process will shortly commence and evaluate the remaining benchmark jobs (the most common jobs) by interviewing a selection of staff.

The health and safety of our workforce is paramount as we continue to follow government guidance to stop the spread of the virus. As our IT capability to support remote interviews has grown over the last few months with the roll-out of new computers and MS Teams, we will initially start with online interviews and information briefings on Teams.

Your role

You could be asked by your HR team or senior manager to identify groups of staff to volunteer for online interviews using Teams. This briefing will help to remind about job evaluation and what's involved in the new online process.

Supporting staff to attend interviews

- prioritise requests you receive to identify volunteer benchmark job holders for interviews
- encourage staff to volunteer for interviews
- provide volunteers with support throughout the process, including time to attend online briefings, complete the questionnaire and participate in the job evaluation interview.
- remind staff that all information is on the website [here](#)
- encourage staff to look at the frequently asked questions and email any other questions to JE-SUPPORT@glasgow.gov.uk

Selecting staff for interviews

The job evaluation scheme selection criteria set out who is best suited to attend voluntary interviews and represent the jobs they do, this includes staff who:

- have at least two years' experience in the job
- can easily describe what they do
- are comfortable discussing their job with a trained analyst
- can complete a questionnaire and review a job outcome document
- are broadly representative of people doing that job.

The initial interviews will be online so staff must have computer skills and be willing to use Teams, on a council device or their device (if they follow the relevant guidance [here](#)).

We recognise that not everyone will have the IT equipment or the skills to take part in online interviews. Staff who can't attend a remote interview, even with support, will not be disadvantaged. Part of our planning is also looking at safe ways to interview staff in person following the latest government guidance and workplace risk assessments and individual risk assessments, if required.



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What's involved in preparing for an online interview?

Benchmark job holders, their line managers, and any trades union representatives will be invited to view an online briefing session including a demonstration of the electronic questionnaire.

Job holders will be asked to complete an online questionnaire over the following two weeks which is set out under the 13 factor headings of the job evaluation scheme. You'll find the questionnaire on the website [here](#).

A member of the Job Evaluation Team will contact all volunteers to offer support, answer any questions and provide guidance on completing the pre interview questionnaire.

Everyone will be provided with time during working hours to complete the questionnaire and if need be, support from a trade union representative, line manager and the Job Analyst Team.

How will staff be supported to use Teams?

There are online guides about how to use Teams on the [website here](#).

Managers can also support staff and if need be and a member of the Job Evaluation Team.

Who will carry out the interviews?

Once the completed questionnaire is received by the Job Analyst Team the job holder will be invited to take part in an online interview of around half a day. Interviews will be carried out by trained job analysts and information will be captured using an electronic questionnaire - the same questionnaire is used for everyone.

What does the interview involve?

The structure for the interview is provided by the 13 factors of the JE Scheme and key information about the demands of the job will be recorded using an electronic questionnaire.

The job analyst will go through the electronic questionnaire, referring to the questionnaire staff have completed beforehand. Staff can also share any other supporting documents they feel are relevant to explaining their job.

You can read about the scheme factors in the SJC JE 3rd edition scheme manual on the website [here](#).

When will the interviews take place?

Interviews will either take place during normal office working hours (in which case you will be given the time off work to attend) or if you don't work normal office hours then individual arrangements will be made to enable you to attend these events.

How long will an interview take?

An interview is normally scheduled for about half a day, but it does depend on making sure that the right information is captured and that the job holder and job analyst are satisfied that this has been



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done. Some more complex jobs could take a bit longer. Interviews conducted via MS Teams will include regular comfort breaks and may be arranged over multiple sessions.

Who can attend the interview?

A work colleague or a Trade Union representative can attend to offer support. Line managers should not attend interviews with their staff members.

Which jobs are the benchmark jobs?

You can find a list of the benchmark jobs identified along with more information about job evaluation on the website [here](#).

What is job evaluation?

Job evaluation provides the route to creating the evaluated rank order of jobs to laying the foundation for our new pay and grading scheme. Jobs in the council must be evaluated so that each job can be ranked. The rank order of jobs will then support the work to design a new pay and grading scheme, which will be worked on by another team.

How will the council evaluate jobs?

Every job will be evaluated but we won't have to interview everyone in the council. In the first instance, we will identify volunteers for interviews to represent benchmark jobs which cover the vast amount of jobs the council does. We'll then move on to evaluate the remaining groups of generic jobs (broadly similar work) and unique jobs (carried out by only one person).

When evaluating jobs, the following principles will apply:

- evaluate jobs not people
- assume the job holder is fully competent, do not consider and individual's performance
- evaluate jobs as they are now, not as they were or might be
- evaluate the job content, not perception or desired level of pay or importance.

More information

All the information about job evaluation is on the [website](#) including frequently asked questions and answers.