**Applicant completes the application form**

* Evaluators require clear, comprehensive and accurate information on the key aspects of the post.
* The post should be described as it is currently, not in terms of what it will, should or could be.
* Responses should be concentrated on the typical job requirements, not one-off or rare events.
* Application should include supporting evidence and examples where possible.

**Yes**

Return the form to employee advising on why application is not being put forward

**Validated by Line Manager**

The line manager must validate the accuracy of the application ensuring that:

* The duties set out by the applicant are the duties of the post.

## That the educational qualifications are the requirements of the post (and not the educational qualifications of the post holder).

The line manager will also be required to:

* Give an overview of the relevant section/department where the post resides including the reporting relationship of the post.
* Validate supplementary information that may be given by a post holder at interview.

**Yes**

**No**

**Reviewed by Senior Manager with Line Manager**

On receipt of an application for evaluation the Senior Manager in conjunction with the line manager should:

* Validate the accuracy of the content on the application form.

Consider whether an application for the upgrading of a post is to be addressed through:

* Whether restructuring of the service is expected within 3 months of application.
* Whether positions at more senior level in the same work area are to be filled by way of normal appointment process authorised to take place within 3 months.
* The application should be considered in light of the services, budgetary and employment control directives. The Senior Manager should then consider whether to continue to process the application through the Job Evaluation Scheme.

On decision to put forward the request for evaluation the Senior Manager must:

* Sign the application form
* Forward the following with the application:

1. An organisational chart.

2. Diagram/chart of the post’s reporting relationships.

3. Authorised job description of the post (if available).

4. Details of the financial authorisation attached to the post (if applicable)*.*

* While the Divisional National Director is responsible for admitting the application to the Job Evaluation Scheme, each Directorate will determine their own procedure regarding the administration of applications, as appropriate to the structure of the Directorate.

Return the form to line manager advising on why application is not being put forward

**No**

**Yes**

Return the form to Senior Manager advising on why application is not being put forward

**National Director Role in Processing a Job Evaluation Request**

If the post is accepted for evaluation, the Service Manager will forward the application to the National Director via Divisional procedure (as above). The Divisional National Director will make the decision whether or not to admit the application to the jobevaluation.scheme@hse.ie for processing.

**No**

**Yes**

* Applications will be dealt with in the order as agreed.\* See note 1
* Forms will be processed and joint evaluators allocated.
* Evaluators make contact with the applicant.
* Evaluators preliminary score the application.
* Preliminary scores are all quality assured resulting in the final outcome..
* Job Evaluation Manager communicates decision to individual, line, senior and HR managers.
* Where upgrade is awarded, locally management take action according to the HR Circular 14/2016. \*See Note 2

**Note 1.**

1. Applicants who had made application for evaluation at the time of suspension of the scheme in 2008 and whose application remains relevant.
2. Applicants to the long term acting regularisation process who have been re-directed to the scheme by the arbitrator.
3. Applicants who have been redirected to job evaluation by outstanding third party recommendations.
4. Applications at the level of Clerical Officer
5. All other applications.

All applications will be placed in the fourth (Clerical Officers) or fifth category by default unless there is documentary evidence attached indicating that the application is comprehended by 1, 2 or 3.

**Note 2.**

Where the post has been occupied by an individual for 4 years or more at the time of evaluation, the methodology of filling same will be by way of designation.

All other posts will be filled maximising the available pool as follows:

* A post in a Community Health Organisation (CHO) will be filled by advertising in the particular CHO.
* A post in a Hospital Group will be filled by advertising in the particular Hospital Group.
* A post in National Division will be filled by advertising in the particular National Division.