



Submitting a Job Evaluation Package

1. A Job Evaluation Package contains documents signed by the Deputy Head (or official Delegate according to Departmental Delegation of Authority):
 - [Job Evaluation Request Form](#), with required fields filled;
 - Job Description scan with approval signature and Word document; and,
 - Organizational chart showing reporting structure for the relevant position.If the position is *French Required*, include:
 - Scan and Word document of the officially translated French job description.

The **job description** must accurately reflect the duties of the job and use the correct, current template: [Download job description template](#): a) NON-Senior Manager or b) Senior Manager

Departments obtain their current official GNWT **organizational chart** through their HR Client Service team, or the Job Evaluation & Organizational Design unit at job_evaluation@gov.nt.ca.

- Org Chart changes should be handwritten in (i.e., position title, reporting, or a new position added). Changed org charts must be signed by the Deputy Head or official delegate.
2. Once the Job Evaluation Package is complete, scan and email it, with the French (if required) and English job description Word documents, to the Job Evaluation & Organizational Design unit at job_evaluation@gov.nt.ca.
 3. The Job Evaluation & Organizational Design unit reviews the template and formatting of the job description. The unit will save any template or formatting edits and substitute the reformatted job description with the package. The unit will also ensure the updated Word version is returned to the client Department for its records.
 4. The Job Evaluation Package is forwarded to a Job Analyst for evaluation. Please allow 6 to 12 weeks from submission to completion.

Exclusion: if Exclusion from the bargaining unit is being requested for a NEW position, or an already Excluded position is changing duties or org structure, the client department must send a separate Exclusion Request to Labour Relations. HR Client Services can help with this separate process. Positions may remain/revert to UNW until Exclusion is confirmed.

Continuous/Non-Continuous: Positions are deemed 'non-continuous' by default. If 'continuous' status is being requested, the client department must send a separate Continuous Request to Labour Relations. HR Client Services can help with this separate process. Positions may remain/revert to Non-Continuous status until Continuous status is confirmed.

For more information on the job evaluation processes, open:

[Job Evaluation Process – Non-SRM Position](#)

[Job Evaluation Process - SRM Position](#)