**Job Fact Sheet**

**This Job Fact Sheet is submitted as: New** [ ]  **Reevaluation** [ ]  **Update Only** [ ]

When the form is completed (including all required signatures), please return it to hr@stfx.ca. For reevaluation requests, please also complete the Request for Reevaluation Form.

**Position Information**

|  |  |
| --- | --- |
| Date: Click or tap to enter a date. | Position #: Click or tap here to enter text. |
| Employee Name: Click or tap here to enter text. | Title: Click or tap here to enter text. |
| Supervisor Name: Click or tap here to enter text. | Supervisor Title: Click or tap here to enter text. |
| Position Type: Choose an item.If other, please specify:  | Annual Duration: Choose an item.If other, please specify:  |

**Approval Signatures**

|  |  |
| --- | --- |
| Employee Signature | Employee NameClick or tap here to enter text. |
| Chair/Supervisor Signature | Chair/Supervisor NameClick or tap here to enter text. |
| Dean/Director Signature  | Unit Head NameClick or tap here to enter text. |
| Human Resources | Approver Name:Click or tap here to enter text. |

**HR Use Only**

|  |  |
| --- | --- |
| Date Received: Click or tap to enter a date. | Date Evaluated: Click or tap to enter a date. |
| Employee Group: Choose an item. | Salary Band:  | Points:  |
| Multi-Incumbent: Yes [ ]  No [ ]  | Band Change: Yes [ ]  No [ ]  Old Band:  |

|  |
| --- |
| **Position Summary***In a few sentences, briefly describe the primary functions and purpose of the position (i.e., why does this job exist and what does it do?).* |
| Click or tap here to enter text. |
| **Primary Responsibilities***List up to ten (10), but usually three (3) to six (6), major activities or responsibilities starting with the most important for which the position is responsible. Include an estimate of the percentage of time spent performing those tasks. Also, identify how critical the task is to the position (1 being least important and 5 being most important).* |
| **Responsibilities/Duties** | **Estimated % of Time** | **Critical Level** |
| 1. | Click or tap here to enter text. | % | Choose an item. |
| 2. | Click or tap here to enter text. | % | Choose an item. |
| 3. | Click or tap here to enter text. | % | Choose an item. |
| 4. | Click or tap here to enter text. | % | Choose an item. |
| 5. | Click or tap here to enter text. | % | Choose an item. |
| 6. | Click or tap here to enter text. | % | Choose an item. |
| 7. | Click or tap here to enter text. | % | Choose an item. |
| 8. | Click or tap here to enter text. | % | Choose an item. |
| 9. | Click or tap here to enter text. | % | Choose an item. |
| 10. | Click or tap here to enter text. | % | Choose an item. |

**Position Evaluation Factors**

1. Minimum Formal Education:

[ ]  High School Diploma or GED preferred

[ ]  High School Diploma or GED required

[ ]  Vocational or Technical School required

[ ]  College diploma required

[ ]  Bachelor’s Degree required; Area (optional): Click or tap here to enter text.

[ ]  Master’s Degree required; Area (optional): Click or tap here to enter text.

[ ]  MD, PhD, Law Degree or equivalent required

1. Is there a provincial, vocational or other professional certification required (e.g., Registered Nurse, Professional Engineering, Ticketed Trade, Certified Accountant)?

[ ]  Mandatory

[ ]  Preferred

Specify: Click or tap here to enter text.

1. Minimum Related Experience Required:

[ ]  Less than one year

[ ]  1 to 2 years

[ ]  2 to 3 years

[ ]  3 to 5 years

[ ]  5 to 7 years

[ ]  7 to 10 years

[ ]  Over 10 years

1. a. Planning Scope (highest level of planning required)

[ ]  Daily

[ ]  Current week

[ ]  1 to 4 weeks

[ ]  1 to 3 months

[ ]  4 to 12 months

[ ]  1 to 3 years

[ ]  3 or more years

1. Planning Level (highest level of planning required)

[ ]  Individual (position only)

[ ]  Unit or equivalent (<15 faculty or staff)

[ ]  Section or equivalent (15+ faculty or staff)

[ ]  Department or equivalent (15+ faculty or staff)

[ ]  School/Center

[ ]  University-wide

1. a. Impact on Operating Budget

[ ]  None

[ ]  Incidental

[ ]  Supportive

[ ]  Recommending

[ ]  Controlling

[ ]  Delegating

Approximate Size of Budget: $

Other comments: Click or tap here to enter text.

1. Impact on Grant Funds

[ ]  None

[ ]  Incidental

[ ]  Supportive

[ ]  Recommending

[ ]  Controlling

[ ]  Delegating

Approximate Size of Budget: $

Other comments: Click or tap here to enter text.

1. Impact on Revenue Generating

[ ]  None

[ ]  Indirect

[ ]  Supportive

[ ]  Contributory

[ ]  Major impact

[ ]  Directing

Approximate Size of Budget: $

Minimum Revenue Generation (if any): $

Other comments: Click or tap here to enter text.

1. Complexity:

[ ]  Standardized: few repetitive duties

[ ]  Routine: routine tasks, processes or operations

[ ]  Basic: moderately complex procedures and tasks

[ ]  Varied: complex and varied work

[ ]  Analytic: non-standardized and widely varied work

[ ]  Highly Complex: broad in scope covering one or more complicated areas

[ ]  Multifaceted: broad in scope covering the entire University’s operations

1. Decision Making:

[ ]  Standardized: little independent judgement required

[ ]  Routine: limited opportunity for independent judgement

[ ]  Basic: provided on a needed basis; some independent judgement necessary

[ ]  Varied: establish general objectives for project; independent judgement required

[ ]  Analytic: establish and review broad objectives related to duties/responsibilities

[ ]  Highly Complex: review established objectives/recommend department objectives

[ ]  Multifaceted: review and approve major recommendations, establish procedures

1. Problem Solving (typical level encountered over extensive period of time):

[ ]  Problems solved by reporting them to a supervisor

[ ]  Problems solved by talking to a supervisor

[ ]  Solutions found by selecting from specific choices defined in standard work practices

[ ]  Solutions found by using methods chosen in similar situations

[ ]  Problem solving involves identification and analysis of diverse problems

[ ]  Problems are complex, varied and only mildly related to those seen before

[ ]  Problem solving requires understanding and evaluation of impact on the University

1. a. Internal Contacts

[ ]  Little or no contact

[ ]  Regular contact within department & periodic contact with other departments

[ ]  Regular contact within department & with other departments, supplying information

[ ]  Regular contact to carry out programs, occasionally with officials at higher levels

[ ]  Regular contact to carry out programs, continuing contact with officials at higher levels

[ ]  Regular contact with internal persons of importance and influence

[ ]  Continuing contacts involving difficult formal negotiations

1. External Contacts

[ ]  External communication with others is minimal

[ ]  Occasional contact with outside agencies & general public supplying information

[ ]  Regular contact with outside agencies & general public supplying/seeking information

[ ]  Regular external contacts to explain specialized matters, occasionally to enforce policies

[ ]  Regular external contacts with continued personal contact to enforce policies

[ ]  Regular contact with external persons of importance and influence

[ ]  Continuing external contacts involving difficult formal negotiations

1. Supervisory Responsibility:

[ ]  No responsibility or authority for direction of others

[ ]  Authority limited to direction of student and/or temporary workers

[ ]  Orient/train others; may act in a lead capacity

[ ]  Provide limited supervision for one or more functions within a department (functional)

[ ]  Make recommendations regarding HR issues; plan/assign/evaluate work of staff

[ ]  Supervise multiple functions, with full responsibility for effective operation & results

[ ]  Overall responsibility to provide direction and guidance

Number of direct reports (people): Click or tap here to enter text.

Number of direct reports (FTEs): Click or tap here to enter text.

1. Job Related Knowledge

[ ]  Basic skills

[ ]  Intermediate skills

[ ]  Advanced skills

[ ]  Formal technical skills

[ ]  Entry professional skills

[ ]  Advanced professional skills

[ ]  Multiple professional skills/external expert

1. Innovation/Creativity (degree job requires developing/improving procedures, policies, systems, etc.):

[ ]  Opportunities for innovation are rare

[ ]  Improved methods which effect the immediate department

[ ]  Improved methods which effect delivery of service to selected customers or students

[ ]  Results impact several work groups, a large project or extended customer base

[ ]  Results generally effect a department/center within the University

[ ]  Results generally effect several departments/centers

[ ]  Results generally effect the University as a whole, impact competitive position

­­­**Organizational Chart** (include names and titles):

|  |  |  |
| --- | --- | --- |
|  | Manager/SupervisorClick or tap here to enter text. |  |
| Peer PositionClick or tap here to enter text. | **This Position**Click or tap here to enter text. | Peer PositionClick or tap here to enter text. |
| Reporting PositionClick or tap here to enter text. | Reporting PositionClick or tap here to enter text. | Reporting PositionClick or tap here to enter text. |

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**Working Conditions/Physical Effort**

[ ]  Office, Library, computer room

[ ]  Stockroom or warehouse

[ ]  Alternative work schedules

[ ]  On-Call

[ ]  Extensive travel (>1600 km/month)

[ ]  Extensive safety training

[ ]  Requires protective devices

[ ]  High noise environment

[ ]  High dust, dirt, grease environment

[ ]  Exposure to moving machinery

[ ]  Exposure to chemicals

[ ]  Outdoor exposure to weather

[ ]  Typically sitting at a desk or table

[ ]  Typically standing or walking

[ ]  Typically bending, crouching, stooping

[ ]  Typically running, climbing

[ ]  Intermittently sitting, standing, stooping

[ ]  Climbing ladders/scaffolds

[ ]  Occasional lifting 25 lbs or less

[ ]  Occasional lifting 25-50 lbs

[ ]  Frequent lifting 25 lbs or more

[ ]  Using tools requiring high dexterity

**Additional Information**

*Please record any additional information not captured elsewhere.*

Click or tap here to enter text.

**Supervisor Comments**

Click or tap here to enter text.

**Employee Comments**

Click or tap here to enter text.