**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](mailto: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 Name  Click or tap here to enter text. |
| Chair/Supervisor Signature | Chair/Supervisor Name  Click or tap here to enter text. |
| Dean/Director Signature | Unit Head Name  Click 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/Supervisor  Click or tap here to enter text. |  |
| Peer Position  Click or tap here to enter text. | **This Position**  Click or tap here to enter text. | Peer Position  Click or tap here to enter text. |
| Reporting Position  Click or tap here to enter text. | Reporting Position  Click or tap here to enter text. | Reporting Position  Click 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.