



ENCOMPASSING VISIONS

Job Evaluation and Talent Management Software


Getting Started with User Assigned Jobs

Version 2024

Getting Started With Jobs – User Assigned Job Function

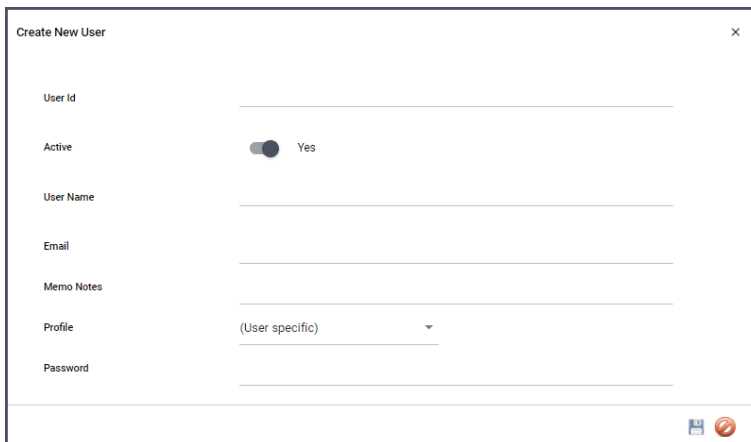
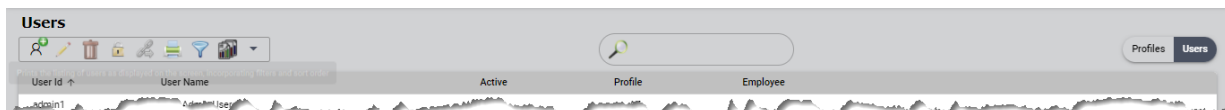
You need to set up the committee members as users in the system with only A1 User Assigned Jobs (UAJ) access in their security profile. Do this by clicking the Administration menu and select **Users**.



Use the **View** Actions button to **add**  **users**. Make sure you give them a username and password that you will remember. You should encourage them to change their password when they log in. They will also be given a warning that their password has expired.




Your current password is a temporary password and should be changed.

A screenshot of a 'Create New User' form. The form has a title bar with 'Create New User' and a close button. It contains several input fields: 'User Id', 'Active' (a toggle switch set to 'Yes'), 'User Name', 'Email', 'Memo Notes', 'Profile' (a dropdown menu with '(User specific)' selected), and 'Password'. At the bottom right of the form, there are icons for a document and a red circle with a slash.A screenshot of a 'Users' table in a web application. The table has a header row with columns: 'User Id', 'User Name', 'Active', 'Profile', and 'Employee'. Below the header, there is one row of data with the following values: 'Admin1', 'Admin1', 'Active', 'Admin1', and 'Admin1'. The table is part of a larger interface with a search bar and a 'Users' button.

User Alfred Wang has been created. Click on **Maintain Linked Jobs for User(s)**.

User Id ↑	User Name	Active	Profile	Employee
admin1	ASP Admin User 1	✓	A7	
admin2	ASP Admin User 2	✓	A7	
admin3	ASP Admin User 3	✓	A4	
admin4	Admin User D	✓	A7	
adminj	Admin User J	✓	A7	
Alfred	Alfred Wang	✓	A1	Wang, Alfred (000002)

The *Assigned Jobs* screen for Alfred will appear. Add jobs to the user Alfred by clicking on the  bottom of the pop-up screen.

Job Ref ↑	Job Title	Approved
0037	Corporate Support Admin Team Lead	✓
0064	Building Operator	✓
0075	Administrative Assistant	
0078	Administrative Assistant - General Manager	✓

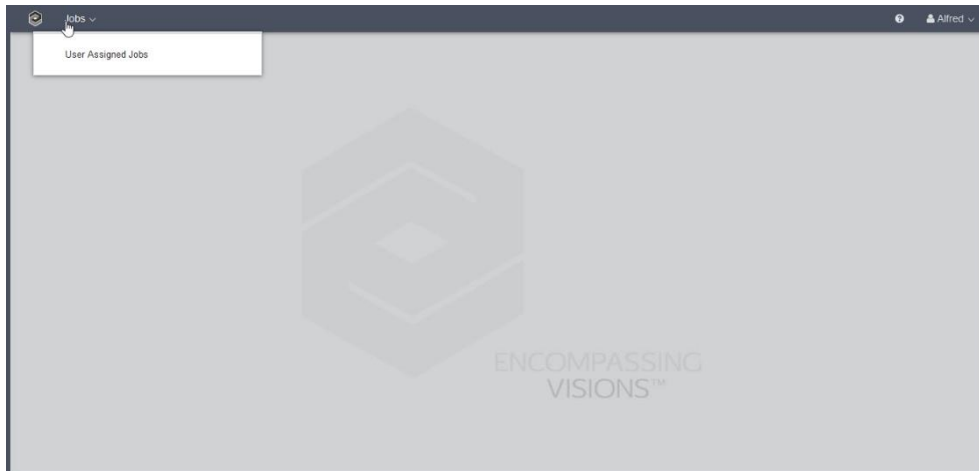
1 record selected. Records per page: 15 1-4 of 4

This will open a screen to search for a specific job to be retrieved. Attach the job(s) you want the user to evaluate.


Job Ref ↑	Job Title
0003	General Manager - Corporate Services
0019	Manager - Corporate Support Services
0037	Corporate Support Admin Team Lead
0053	Corporate Webmaster
0082	eRecords Coordinator
0084	Corporate Properties Team Lead
0086	Records Technician
0099	Corporate Properties Coordinator
0124	eRecords and GIS Solutions Team Lead
TP001	General Manager - Corporate Services

1 record selected. Records per page: 16 1-10 of 10

When the user Alfred Wang logs in, he will only see this:

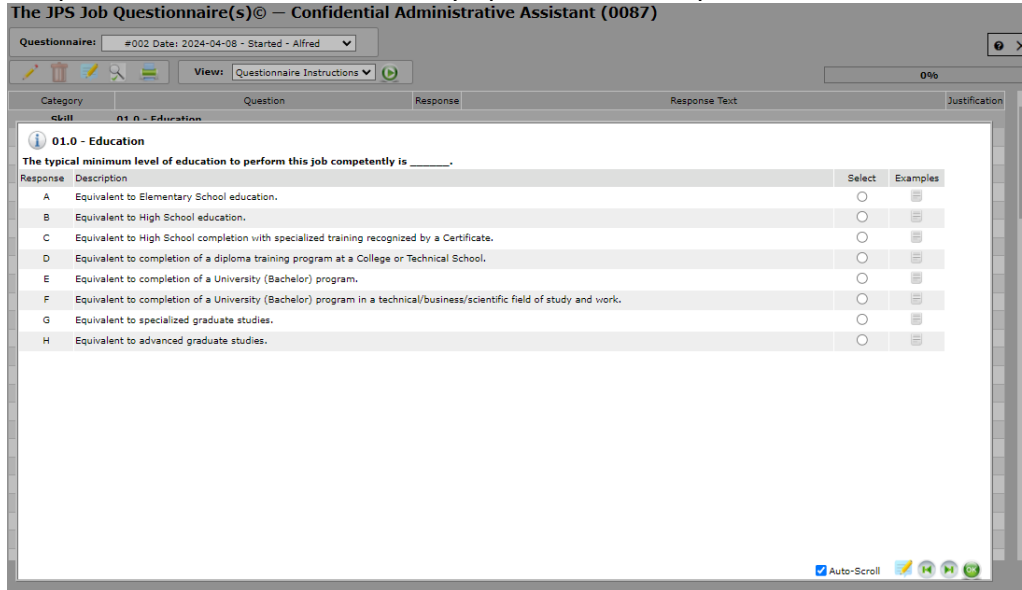


When he clicks on “**User Assigned Jobs**” he will see a list of the jobs that he is supposed to evaluate. The employees cannot see any of the job total points, nor can they see the other evaluations that have been done on the job.

They will click once on the job they want to evaluate, and then click , to open the “**Job Questionnaire**”. A confirmation screen will appear asking if you would like to start a questionnaire only if a questionnaire has not been started for this job. If questionnaires have been completed, a confirmation screen will not appear.



The questionnaire will automatically open to the first question.

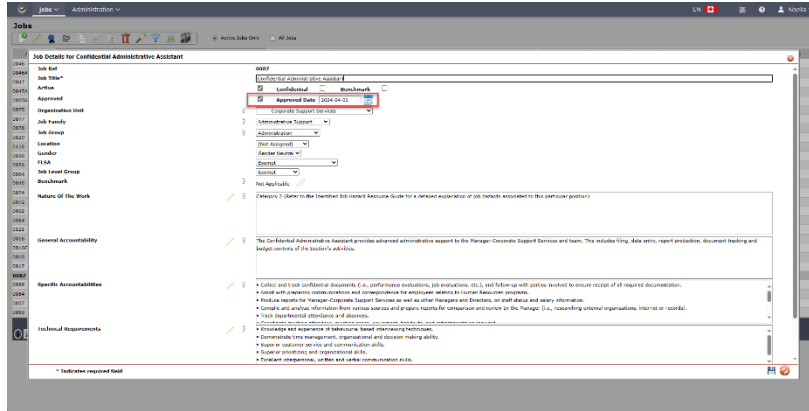


In order for the user to evaluate a job, you have to turn off the job approval. This diagram shows that the job is currently approved. We want to unapprove this job.

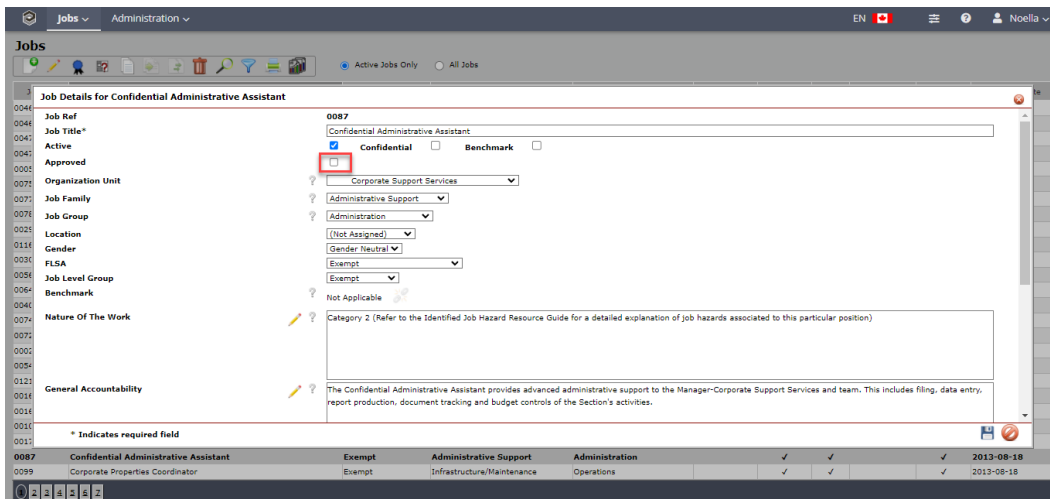
The screenshot shows a job management dashboard with a table of jobs. The table has columns for JobRef, Job Title, FLSA - Pay Band Group, Job Family, Job Group, Benchmark, Complete, Active, Confidential, Approved, and Approved Date. The job '0087 Confidential Administrative Assistant' is highlighted in blue. Its status is 'Exempt', 'Administrative Support', and 'Administration'. The 'Approved' column has a checkmark, and the 'Approved Date' is '2022-03-01'. A tooltip 'Double Click to Edit Job' is visible over the job title. The dashboard also includes navigation tabs like 'Jobs', 'Strategic Alignment', 'Employees', 'Analysis', and 'Administration', and a user profile 'admin1'.

JobRef	Job Title	FLSA - Pay Band Group	Job Family	Job Group	Benchmark	Complete	Active	Confidential	Approved	Approved Date
0017	Community Peace Officer II - Bylaw	Exempt	Safety/Law/Enforcement	Operations		✓	✓			
0017A	Community Peace Officer II - Bylaw Team Lead	Exempt	Safety/Law/Enforcement	Team Lead		✓	✓			
0010C	Community Peace Officer III	Exempt	Safety/Law/Enforcement	Team Lead		✓	✓			
0010E	Community Peace Officer IV	Exempt	not applicable	not applicable		✓	✓			
0010F	Community Peace Officer V	Exempt	not applicable	not applicable		✓	✓			
0087	Confidential Administrative Assistant	Exempt	Administrative Support	Administration		✓	✓		✓	2022-03-01
0099	Corporate Properties Coordinator	Exempt	Infrastructure/Maintenance	Operations	Double Click to Edit Job	✓	✓			
0084	Corporate Properties Team Lead	Exempt	Infrastructure/Maintenance	Team Lead		✓	✓			
0037	Corporate Support Admin Team Lead	Exempt	Administrative Support	Team Lead		✓	✓			
0053	Corporate Webmaster	Exempt	Communications	Technical / Advisory		✓	✓			
0053A	Corporate Webmaster Assistant	RWDSU-CR	Communications	Technical / Advisory		✓	✓			
0025	Court Clerk	Exempt	Administrative Support	Administration		✓	✓			
0025A	Court Clerk Assistant	Exempt	Administrative Support	Administration		✓	✓			
0079A	Customer Support Representative	Exempt	Administrative Support	Administration		✓	✓			
0079	Customer Support Representative - Call Centre	Exempt	Administrative Support	Administration		✓	✓		✓	2022-01-13
0085	Customer Support Representative - Guest Services	Exempt	Administrative Support	Administration		✓	✓			
0049	Deputy Fire Chief	Exempt	Community Services	Management		✓	✓			
0127A	Desktop Support Assistant	Exempt	Information Technology	Technical / Advisory		✓	✓			
0127	Desktop Support Technician	Exempt	Information Technology	Technical / Advisory		✓	✓			
0105	Development Assistant	Exempt	Administrative Support	Administration		✓	✓			
0109	Development Officer	Exempt	Planning / Engineering	Technical / Advisory		✓	✓			

This is done through the **Jobs Module>Jobs>Edit** by the administrator.

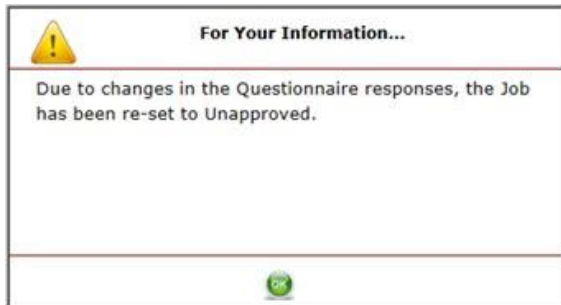


Unclick the check mark from the box to unapprove the job.




You need to “unapprove” each job that you would like users to evaluate.

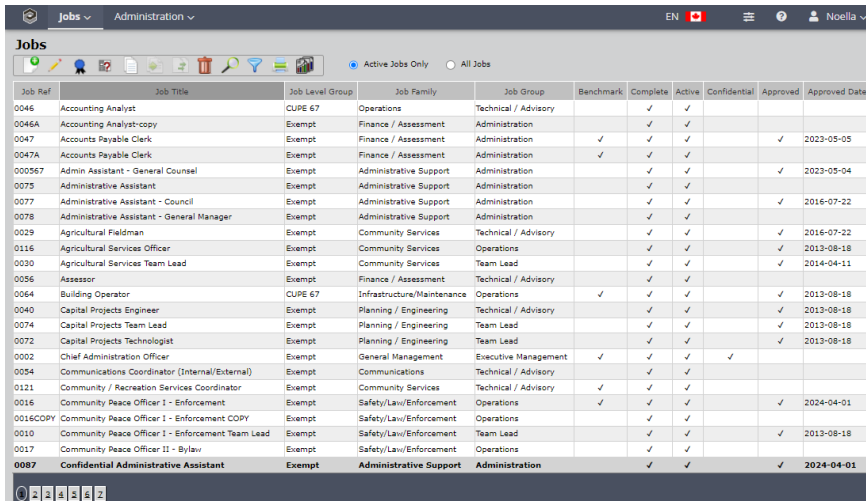
If the job approval does not get turned off and the employee goes to evaluate the job – a ‘**For Your Information**’ screen will appear that looks like this:



Viewing the Results

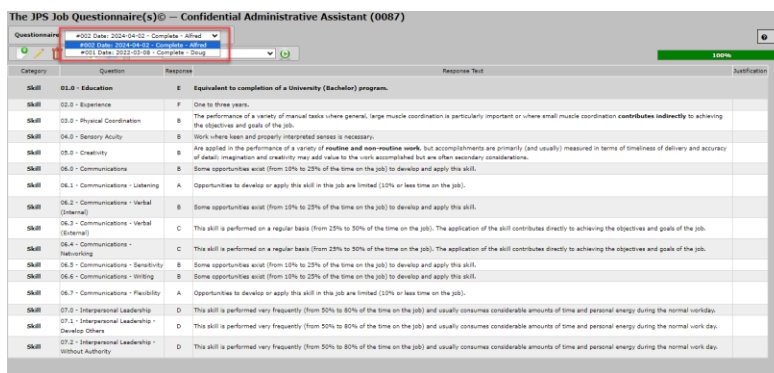
Once the committee has done their job evaluation, you as the administrator can view the results a couple of different ways. You can go to the Jobs screen, select the appropriate job and click Job Questionnaire .

Note: The selected job is highlighted (bolded) in black.



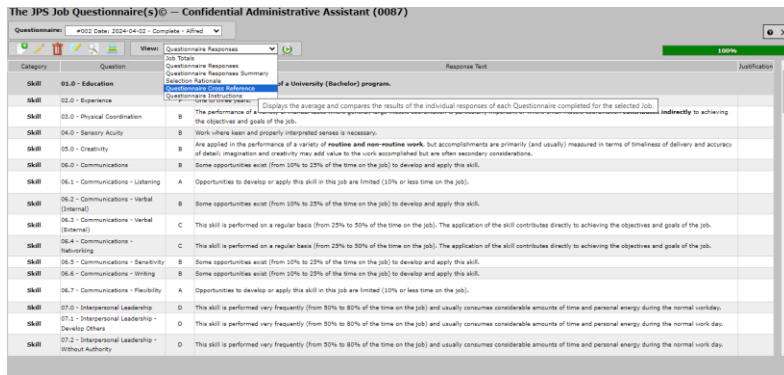
Job Ref	Job Title	Job Level Group	Job Family	Job Group	Benchmark	Complete	Active	Confidential	Approved	Approved Date
0046	Accounting Analyst	CUPE 67	Operations	Technical / Advisory		✓	✓			
0046A	Accounting Analyst-copy	Exempt	Finance / Assessment	Administration		✓	✓			
0047	Accounts Payable Clerk	Exempt	Finance / Assessment	Administration	✓	✓	✓		✓	2023-05-05
0047A	Accounts Payable Clerk	Exempt	Finance / Assessment	Administration		✓	✓			
000567	Admin Assistant - General Counsel	Exempt	Administrative Support	Administration		✓	✓		✓	2023-05-04
0075	Administrative Assistant	Exempt	Administrative Support	Administration		✓	✓			
0077	Administrative Assistant - Council	Exempt	Administrative Support	Administration		✓	✓		✓	2016-07-22
0078	Administrative Assistant - General Manager	Exempt	Administrative Support	Administration		✓	✓			
0029	Agricultural Fieldman	Exempt	Community Services	Technical / Advisory		✓	✓		✓	2016-07-22
0116	Agricultural Services Officer	Exempt	Community Services	Operations		✓	✓		✓	2013-08-18
0030	Agricultural Services Team Lead	Exempt	Community Services	Team Lead		✓	✓		✓	2014-04-11
0056	Assessor	Exempt	Finance / Assessment	Technical / Advisory		✓	✓			
0064	Building Operator	CUPE 67	Infrastructure/Maintenance	Operations	✓	✓	✓		✓	2013-08-18
0040	Capital Projects Engineer	Exempt	Planning / Engineering	Technical / Advisory		✓	✓		✓	2013-08-18
0074	Capital Projects Team Lead	Exempt	Planning / Engineering	Team Lead		✓	✓		✓	2013-08-18
0072	Capital Projects Technologist	Exempt	Planning / Engineering	Team Lead		✓	✓		✓	2013-08-18
0002	Chief Administration Officer	Exempt	General Management	Executive Management	✓	✓	✓	✓		
0004	Communications Coordinator (Internal/External)	Exempt	Communications	Technical / Advisory		✓	✓			
0121	Community / Recreation Services Coordinator	Exempt	Community Services	Technical / Advisory	✓	✓	✓			
0016	Community Peace Officer I - Enforcement	Exempt	Safety/Law/Enforcement	Operations	✓	✓	✓		✓	2024-04-01
0016COPY	Community Peace Officer I - Enforcement COPY	Exempt	Safety/Law/Enforcement	Operations		✓	✓			
0010	Community Peace Officer I - Enforcement Team Lead	Exempt	Safety/Law/Enforcement	Team Lead		✓	✓		✓	2013-08-18
0017	Community Peace Officer II - Bylaw	Exempt	Safety/Law/Enforcement	Operations		✓	✓			
0087	Confidential Administrative Assistant	Exempt	Administrative Support	Administration		✓	✓		✓	2024-04-01

This will give you a listing of all the evaluations that have been done for that job. You will select them one at a time and view the Questionnaire Results. The Questionnaire Results can be Printed or Saved to HTML. The HTML file can be exported to Excel or PDF.



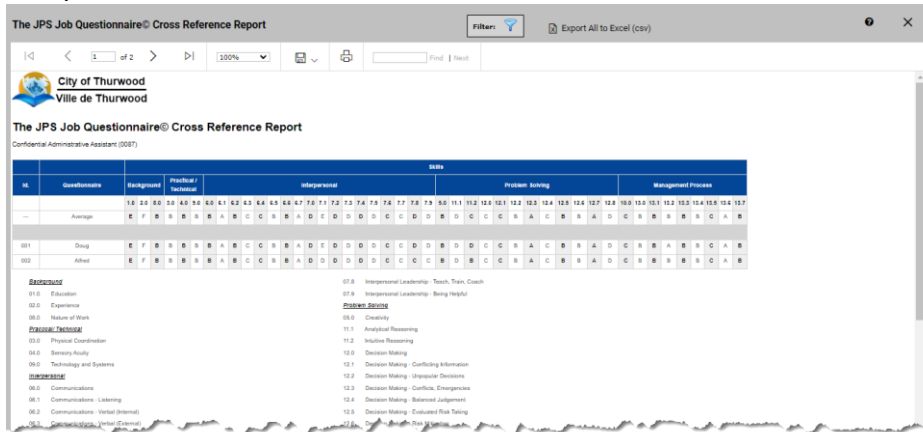
Category	Question	Response	Response Text	Justification
SK01	01.0 - Education	E	Equivalent to completion of a University (Bachelor) program.	
SK01	02.0 - Experience	F	One to three years.	
SK01	03.0 - Physical Coordination	B	The performance of a variety of manual tasks where general, large muscle coordination is particularly important or where small muscle coordination contributes indirectly to achieving the objectives and goals of the job.	
SK01	04.0 - Sensory Acuity	B	Work where keen and properly interpreted senses is necessary.	
SK01	05.0 - Creativity	B	Are applied in the performance of a variety of routine and non-routine work, but accomplishments are primarily (and usually) measured in terms of timeliness of delivery and accuracy of detail. Imagination and creativity may add value to the work accomplished but are often secondary considerations.	
SK01	06.0 - Communications	B	Some opportunities exist (from 10% to 25% of the time on the job) to develop and apply this skill.	
SK01	06.1 - Communications - Listening	A	Opportunities to develop or apply this skill in the job are limited (10% or less time on the job).	
SK01	06.2 - Communications - Verbal (Internal)	B	Some opportunities exist (from 10% to 25% of the time on the job) to develop and apply this skill.	
SK01	06.3 - Communications - Verbal (External)	C	This skill is performed on a regular basis (from 25% to 50% of the time on the job). The application of the skill contributes directly to achieving the objectives and goals of the job.	
SK01	06.4 - Communications - Networking	C	This skill is performed on a regular basis (from 25% to 50% of the time on the job). The application of the skill contributes directly to achieving the objectives and goals of the job.	
SK01	06.5 - Communications - Sensitivity	B	Some opportunities exist (from 10% to 25% of the time on the job) to develop and apply this skill.	
SK01	06.6 - Communications - Writing	B	Some opportunities exist (from 10% to 25% of the time on the job) to develop and apply this skill.	
SK01	06.7 - Communications - Flexibility	A	Opportunities to develop or apply this skill in the job are limited (10% or less time on the job).	
SK01	07.0 - Interpersonal Leadership	D	This skill is performed very frequently (from 50% to 80% of the time on the job) and usually consumes considerable amounts of time and personal energy during the normal workday.	
SK01	07.1 - Interpersonal Leadership - Dealing Others	D	This skill is performed very frequently (from 50% to 80% of the time on the job) and usually consumes considerable amounts of time and personal energy during the normal work day.	
SK01	07.2 - Interpersonal Leadership - Without Authority	D	This skill is performed very frequently (from 50% to 80% of the time on the job) and usually consumes considerable amounts of time and personal energy during the normal work day.	

If you print the **Job Questionnaire Cross Reference Report** from the drop list, this will give you an average of the Questionnaires that have been completed for the particular job.



An example of a cross reference report for the job selected.

If you print the Job Questionnaire Cross Reference Report from the Generated Job-Related Reports screen, that will give you an average of all the Questionnaires that have been completed.



Note: If using the Job Questionnaire Cross Reference Report through the Evaluation and Analyses of the Generated Job-Related Reports, with a click of the mouse, job titles can be automatically sorted based on the specific question chosen. A quick review of the report verifies that jobs with these responses legitimately belong together.

If you are happy with the average, you can copy the job to a new job. That will capture the “average” questionnaire as the only questionnaire results for that job.

If you are not happy with the average, you can tweak the Questionnaires as needed until you reach the desired evaluation. Then you can copy the job to record the average questionnaire.