**Job Evaluation FAQ**

***Where can I find a National Profile for my post?*** <https://www.nhsemployers.org/pay-pensions-and-reward/job-evaluation/national-job-profiles> - Managers can check which National Profile their post matches to (prior to submission) with support from their HR Advisor.

***What do I need to submit for my post to go through Job Evaluation?*** The following items need to be submitted;

* Job Description
* Person Specification
* Organisational Chart
* Pay Banding submission form

***Who do I submit this to?*** Your HR Advisor. They will then check this for you i.e. National Profile, if this is on the right track for Job Matching i.e. check sections for any issues/concerns prior to panel. They will then submit this to the Job Evaluation process for you.

***What does the process entail?*** Once a post is submitted for Job Evaluation, this will go to a Job Matching Panel and then will go to a separate panel for consistency checking. An outcome will then be delivered with detailed feedback.

***What if my post comes out as a No Match?*** Your HR Advisor will support you with this. You should have received detailed feedback form the panel and you can address this in you JD/person Spec with the support of your HR Advisor.

**Please see below Job Evaluation Submission Form;**



**Your HR Advisor will be happy to support you with this process.**