Job Evaluation Awareness Session Plan

- This training should be delivered by a Partnership pair who are knowledgeable job evaluation practitioners.
- Delivery can be via Teams or in person with groups.
- An accompanying booklet has been produced and this should be distributed to delegates in advance of the session.
- There is an opportunity for questions at the end of the session.
- Trainers can adapt this if they wish to take questions during the session. However, this may affect timings depending on the number of questions asked.
- Tutor notes are included in the presentation

Slide	Title	Notes	Presenter
1	Job Evaluation Awareness & Job Descriptions	Welcome, Introduction and objectives ***If you are recording the session, let delegates know when this is starting.***	
2 - 3	Job Evaluation explained What Job Evaluation (JE) is and is not	There is more information in the delegate booklet – page 3	
4	Underlying principles of the NHS Job Evaluation Scheme	See delegate booklet – page 4	
5	When is job evaluation used?	See delegate booklet – page 5 and 6 for sample questions that can aid this part of the process	
6	The Job Evaluation Scheme and your role (HR/SS/Mgr)	See delegate booklet – page 7	
7 - 12	• Overview of the JE Scheme: Factors	See delegate booklet – page 8 - 10	

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	• Factor levels • How are jobs graded? • What is a job profile? • National profile example • Who is responsible for National Profiles?		
13	Consistency checking	See delegate booklet – page 11	
14	Reviews explained (appeal procedure)	See delegate booklet – page 11	
15	Questions		
	Session close	***Stop recording if applicable***	