University Hospital Competency-Based Job Description/Performance Appraisal Process

To revise and update current job descriptions

- Manager updates JD in the new CBJD/PA format
- Selects specific staff category under Service Excellence Standard #1
- Inserts and completes all sections in the CBJD/PA template on the HR Website-Forms Section http://www.umdnj.edu/hrweb/forms/uh-cbjdpa-instructionsheet.pdf
- Department Head/Designee approves revised JD's in the CBJD/PA format and submits to the Competency Committee for review and approval

To create new positions or reclassify existing positions

Department

 Department Head/Designee submits new position or reclassification request in accordance with UH's approval process (Senior Management and/or a Position Control Committee) for review and approval

Department

- Department Head/Designee presents the CBJD/PA's to the Competency Committee.
 The Committee reviews and approves the revised JD's in the new CBJD/PA format
- Department Head/Designee transfers approved content from the CBJD/PA to the HR CBJD format http://www.umdni.edu/hrweb/forms/uh-cbidpa-instructionsheet.pdf
- Department Head/Designee submits to HR Compensation Services for final approval
- Department updates CBJD/PA with all Compensation Services approved changes

UH Senior Leadership/ Position Control

- Department submits the approved package to Compensation Services for review and assignment of appropriate job classification and salary grade
- Documentation needed: CBJD, Justification or PIQ, Organizational chart. Standard transactions: only require justification and CBJD

Competency Committee

- Reviews revisions to ensure the classification and salary grade of the position are appropriate
- Reviews all CBJD's to ensure they meet legal and organizational guidelines
- Forwards approved CBJD's to the Department and copies the Competency Committee

HR Compensation Services

- Conducts compensation review and job analysis and ensures legal and organizational guidelines are met
- Compensation Services sends: HR approved CBJD and memorandum of approval to department; and simultaneously the new position is sent electronically to the HR Generalist for posting with the approval memo, coded SP/TF and approved CBJD

HR Compensation
Services

- •CBJD: Competency-Based Job Description
- •CBJD/PA: Competency-Based Job Description/Performance Appraisal
- •PIQ: Position Information Questionnaire @

http://www.umdnj.edu/hrweb/compensation/forms_cs.htm

CONTACTS

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Primary Point of Contact for Competency Committee: Khadijah Olumbe (2-2831)