

Appendix 2b - Job Evaluation Appeal Form – Stage 1



Employee Details			
Full name	<input type="text"/>		
Job title	<input type="text"/>		
Academy	<input type="text"/>		
Line Manager	<input type="text"/>		
Preferred method of communication	Email	<input type="checkbox"/>	Hard Copy
		<input type="checkbox"/>	<input type="checkbox"/>

Appeal Details	
There are four grounds for appeal. Please indicate which of the grounds you wish to appeal against in relation to the outcome of the job evaluation process by ticking one or more of the following boxes.	
1.	<input type="checkbox"/>
2.	<input type="checkbox"/>
3.	<input type="checkbox"/>
4.	<input type="checkbox"/>

Type of appeal	
Please tick appropriate box to indicate if this is an individual or group appeal.	
Individual	<input type="checkbox"/>
Group	<input type="checkbox"/>

Appeal information		
Please tick the factors that you wish to appeal against and attach any evidence in support of your appeal.		
1.	Knowledge	<input type="checkbox"/>
2.	Mental Skills	<input type="checkbox"/>
3.	Interpersonal / Communication Skills	<input type="checkbox"/>
4.	Physical Skills	<input type="checkbox"/>
5.	Initiative & Independence	<input type="checkbox"/>
6.	Physical Demands	<input type="checkbox"/>
7.	Mental Demands	<input type="checkbox"/>
8.	Emotional Demands	<input type="checkbox"/>
9.	Responsibility for People	<input type="checkbox"/>
10.	Responsibility for Supervision	<input type="checkbox"/>
11.	Responsibility for Financial Resources	<input type="checkbox"/>
12.	Responsibility for Physical Resources	<input type="checkbox"/>
13.	Working Conditions	<input type="checkbox"/>

Please use the relevant sections below to add additional information, provide examples of supply supporting evidence that you wish to be considered as part of your appeal. Only fill in the factors that you are appealing against and the additional information section at the end if you wish to do so.

1. Knowledge

We are looking here at all the knowledge normally required to do the job properly, including any which is essential in background or context to the work.

2. Mental Skills

Mental skills include fact finding, analytical, problem solving, and judgmental skills. They also include creative and developmental skills, whether related to design, handling of people or development of policies and procedures; and planning and strategic skills.

3. Interpersonal & Communication Skills

Interpersonal skills are those which involve developing some form of working relationship with others, for example caring skills for responding to their needs, training skills for identifying and responding to learning needs; persuasive, motivating or counselling skills.

4. Physical Skills

Physical skills cover manual or finger dexterity, hand-eye co-ordination of limbs and sensory co-ordination.

5. Initiative & Independence

We are looking here at the scope allowed to the jobholder to exercise initiative, take independent actions and plan own work. This factor takes into account the nature and level of supervision of the jobholder, the level and degree of direction and guidance provided by policies, precedents, procedures, and regulations and whether the jobholder works on won or with others.

6. Physical Demands

Physical demands cover all forms of bodily effort, for example, standing and walking, lifting and carrying, pulling and pushing; working in awkward positions, bending, crouching, stretching, sitting, standing or working in a constrained position, stamina and strength.

7. Mental Demands

Mental demands cover mental concentration, alertness and attention, awareness and other forms of work related pressure, for instance, arising from conflicting work demands, interruptions or the need to switch between varied tasks or activities.

8. Emotional Demands

Emotional demands are those arising from contacts or work with other people. For instance, those who are angry, difficult, upset, or unwell; or in circumstances such as to cause stress to the jobholder, for example, if the people are terminally ill, very frail, at risk of abuse, homeless or disadvantaged in some other way.

9. Responsibility for People

We are looking here at responsibility for people, which includes responsibilities for the physical, social, economic and environmental wellbeing of any people, other than employees supervised or managed by you.

10. Responsibility for Supervision

We are looking here at the responsibility for training, supervision, co-ordination or management of employees, or others in an equivalent position.

11. Responsibility for Financial Resources

We are looking here at responsibility for financial resources including cash, cheques, debits and credits, invoices, budgets and income, business planning and long term development of financial resources.

12. Responsibility for Physical Resources

Responsibility for physical resources covers all traditional physical resources but also includes manual or computerised information, data and records.

13. Working Conditions

We are looking here at your exposure in your job to disagreeable, uncomfortable, or hazardous working conditions arising from the environment or from working with people.

Additional Information

Please use this section to include any further information that you would like to include in the appeal but does not fit into any of the above sections, continue on a separate sheet if required.

Verification of the information by the line manager/Principal

Review the employee evidence provided and provide any comments regarding the accuracy of the factual information

Manager name (please print)

Manager signature

Date

Employee Signature

This form should be received by the Job Evaluations Team [within 30 working days of you receiving the statement].

By signing the form below you are confirming that the information provided in the form and as additional information is accurate and that you have read and understood the Job Evaluation Appeals Procedure.

Employee name (please print)

Employee signature

Date

This form should be returned to The Job Evaluations Team, The Brooke Weston Trust, Coomb Road, Great Oakley, Corby, Northants, NN18 8LA. jobevaluation@brookeweston.org