CUPE *Canadian Union of Public Employees*

JOB EVALUATION COURSES

Because our goal is to meet the needs of CUPE members and locals, CUPE's Job Evaluation staff across the country offer the following workshops:

Job Evaluation Training (2 days)

This workshop will interest you if your local is thinking about a joint job evaluation program or if you have new joint job evaluation committee members. It covers topics such as collection of job information, rating jobs, weights, banding and maintenance.

Job Evaluation Training for Pay Equity (2 days)

This workshop will interest you if your local is thinking about a joint job evaluation program for pay equity purposes, or if you have new joint pay equity committee members. It covers topics such as collection of job information, rating jobs, weights, banding, selection of male comparators, job-to-job and proportional value comparisons and achieving/maintaining pay equity.

Job Evaluation Rating Workshop (1 day)

This workshop is for new Job Evaluation/Pay Equity committee members or for members who need a refresher in rating jobs. Participants will rate sample jobs to see how degree levels are assigned and how ratings are applied.

We can also tailor the following courses specifically for your Local:

Job Description Writing

Learn how to write a job description from an interview, questionnaire or visit to the workplace. Determine a standardized writing style and format for job descriptions.

Discuss the value of having standardized job descriptions that focus on the duties and responsibilities.

Advanced Job Evaluation

The focus of this advanced workshop is wage and salary administration. Participants will explore issues such as weights, regression analysis, banding, wage lines and costing for the developing of wage structures in order to achieve internal or pay equity.

Job Evaluation Maintenance

Once your local has implemented a job evaluation program, how are new jobs dealt with? How do you respond to reclassification requests? This workshop is ideal for new joint job evaluation committee members who want to maintain the program in its original form. A basic knowledge of job evaluation is required.