

**JOB EVALUATION PROFORMA**

**JOB EVALUATIONS UNDER THE MAINTENANCE PROCEDURE**

**POST TITLE** ..... **POST NO** .....

**DIRECTORATE** ..... **TEAM** .....

**1. Which Category?**

(i) Category 1 – New Posts

(ii) Category 2 - Restructuring

(iii) Category 3 – Management Instituted Changes  
(must amount to a significant change)

**2. Detail(s) of the change(s) which have led to the request for a re-evaluation**

**3. Reason(s) for the change(s)**

**4. Which other posts are likely to be affected by the changes to the post under evaluation?**

**5. Financial Implications**

(i) the implementation date with reasons for any proposed backdating

(ii) an identified budget for any salary increase including the cost of backdating

**6. (i) Date of last evaluation or appeal**

*(ii) If 6 (i) is within the last 12 month rolling period, give specific reasons for exception.*

I confirm that the above information is correct and the attached job description, person specification, **limits of authority** and additional information sheet are an accurate reflection of the requirements of the post.

**SIGNED** ..... **DATE** .....  
(Director)

**For Category 3 posts only, I authorise/do not authorise\* (delete as appropriate) that the above post is submitted for evaluation.**

**SIGNED** ..... **DATE** .....  
(Head of Paid Service)