

Job Matching Top tips – Changed Jobs

Changing a Job Description (JD) : Before changing a job, always check the [Job Description Library](#) to see if a generic one already exists. If there is a suitable JD, this can be used straight away saving a lot of time, but the JD cannot be amended.

To update an existing job matched JD you will need to ensure it is transferred onto the current UHB JD template from the Internet. All changes need to be made using the Track Changes facility in Microsoft Word. You will also need to update the Effort Factor Proforma (EFP) using Track Changes. If you do not have the EFP, please contact the Job Evaluation team on the email below.

Once the JD and EFP have been updated with Track Changes, it will need to be sent to CAV.Job.Evaluation@wales.nhs.uk

Further information and current templates can be found in the [Job Evaluation Toolkit](#).



DO

- Ensure the correct template is used for all JDs
- Keep the job description succinct and to the point
- Try to make as minimal changes as possible
- Number each duty as this makes it clear to the individual and the panel who are matching the job
- Give implicit examples of the type of clinical work/practice when describing the role
- Focus working conditions on the practicalities of undertaking the role
- Ensure that the qualifications are up to date and qualifications that no longer exist are taken out
- Ensure that the qualifications are those required to undertake the role and not those held by the post holder
- If you are updating an old JD and effort proforma, it will need to be transferred to a new template before making any amendments using track changes



DON'T

- Write a job summary like an advert for the role, it should be clear succinct information on what the job entails
- Use abbreviations as not everyone will understand what they stand for
- Use him/her or you when referring to the postholder
- Use “working towards” in the qualification section of the person specification, this implies that it is not needed for the role, the individual should have the qualification.
- Assume that a JD found on Trac has been matched.
- Automatically assume that a JD with a CAJE number has been matched.
- Assume that changing a JD less than 20% will not affect the banding outcome. A small change could have a big impact.

For any job evaluation queries, please email - Cav.Job.Evaluation@wales.nhs.uk

