

Job Matching Top tips – New Jobs

Creating a new Job Description (JD) : Before creating a new JD, 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 create a new JD you will need to use the current UHB JD template from the Internet. You will also need to complete an Effort Factor Proforma (EFP).

Both the JD and EFP will need to be sent to the Clinical Board/ Executive area along with the JD Matching form.

All the paperwork 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 and only write what the job entails.
- 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
- Ensure that the qualifications are up to date and qualifications that no longer exist are taken out
- Ensure every job has an EFP (Effort Factor Proforma)
- Ensure the EFP is detailed and reflects the effort factors of the role
- Focus working conditions on the practicalities of undertaking the role
- Consider physical skills that may be needed for the role as these are often missed by managers when writing a job description but are important when the post is matched

✗ DON'T

- Write a job summary like an advert for the role - It should contain clear and 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
- Use a JD from another Health Board
- Assume that a JD found on Trac has been matched. If in doubt, contact the job evaluation team
- Assume that the matching panel are familiar with the role and ensure all details are documented. If something is not documented, it cannot be used as evidence
- Lift phrases from the National Profiles or Job Evaluation Handbook

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

