

## **The Management Group (TMG) Job Evaluation Committee – Request for New Members**

The TMG Job Evaluation Committee is a long-standing committee that is staffed by volunteers from the TMG community and whose purpose is to evaluate jobs included in TMG.

The University is seeking 2-4 members of TMG to fill upcoming vacancies on the TMG Job Evaluation Committee. Members are appointed on a 3-year term, subject to renewal. The Committee meets biweekly on Wednesday mornings for 2 to 3 hours. New members will receive training in the application of the job evaluation plan.

### Responsibilities:

The TMG Job Evaluation Committee exists to:

- Evaluate jobs in TMG (The Management Group);
- Enable internal equity within TMG through the fair and consistent application of the job evaluation plan; and
- Determine, through application of the job evaluation plan, the relative value of positions within TMG.

The responsibilities of the Committee include:

- Conduct timely evaluations of jobs in TMG;
- In the event of supervisor appeals, to hear the appeals and complete the evaluation of the job;
- Participate in periodic audits of job evaluation results; and
- Prepare for Committee meetings by reading the meeting materials.

The Committee consists of members from TMG and is facilitated by members of Human Resources Services.

### Eligibility Criteria:

- Currently hold a position that is in TMG;
- Possess a strong overall knowledge of your respective area and the University as a whole;
- Possess analytical skills that will enable you to assess jobs;
- Have an interest in the job evaluation process;
- Committed to maintain the confidentiality of plan information and confidential Committee deliberations;
- Ability to set aside personal interests and assess information in a fair and unbiased manner; and
- Be available to review committee materials in preparation for the meetings and to regularly attend Committee meetings.

### Application Process:

To apply, please send an email explaining why you are interested in becoming a member of this Committee to the Senior Manager, Total Rewards to [yukelic@mcmaster.ca](mailto:yukelic@mcmaster.ca). The deadline for submission is May 17, 2021.

The job evaluation committee benefits from having TMG members with a range of experience from different roles and areas of the University to ensure committee discussions reflect a broad knowledge base of University operations and understanding of the types of roles within TMG.