

Job Evaluation Process Flowchart for Managers

If a grading review is required, please refer to the relevant process chart.

Step 1

- A new role is required or an existing, vacant, post has changed.
- The budget holder has approved potential financial implications.
- Managers contact HR Advisors at their earliest opportunity to discuss the role in further detail and to explore if there are any existing posts within the business that could support role creation/amendments.
- Managers refer to the job description guidance and utilise template provided where appropriate.



Step 2

- Once finalised, a copy of the job description is sent to HERA@exeter.ac.uk.
- If amendments have been made to an existing description, these are identified via track changes and comments.
- The job description is then assessed by HR Advisors to determine if a grade match can be made with an existing post (Job Matching).

Yes – a grade match has been made.

Outcome sent to manager confirming match.
Role proceeds to recruitment

No – a grade match cannot be established.

Outcome sent to manager confirming that a HERA evaluation will be required.



Step 3

- HERA specialist contacts manager to arrange a HERA assessment interview.
- HERA request form 1 and organisational chart are completed and sent to HERA@exeter.ac.uk prior to the assessment.
- HERA assessment interview is completed.



Step 4

- Managers receive a copy of the HERA assessment evidence containing information from the interview.
- Managers review this document, amend and provide further evidence if required.
- Managers submit finalised assessment document to the HERA specialist.



Step 5

A HERA evaluation is completed and a grading outcome provided within 5 to 10 working days from receipt of the form, unless the role requires a HERA panel review. Please refer to the website for further information on