

FROM: Compensation@wku.edu
TO: Full-Time Staff and Part-Time Salaried Staff
March 27, 2019

To All Full-Time Staff and Part-Time Salaried Staff:

As recently announced, WKU is beginning a University-wide compensation and job review project. The purpose of this message is to provide details regarding your next steps as it relates to collecting information about the content of your job. Because of the varying nature of position responsibilities, it is necessary to collect information about a particular job from both the incumbent currently doing the job, as well as the respective supervisor of that job.

The tool WKU will use to gather this information is referred to as a ***Job Analysis Questionnaire*** (JAQ). The foundation of the JAQ is the ***Essential Functions Worksheet*** (EFW), which we are requesting your assistance in completing. The EFW will help you brainstorm and organize the many responsibilities associated with your job. Also available to you is an ***Action Verb Worksheet***, which can be used as a guide when completing the EFW.

You will then share your completed EFW with your supervisor, who will use this document to assist in their completion of the online JAQ*. Information received through each completed JAQ will then be used in the creation of updated job descriptions, establishment of relational data in job content, market-pricing determinations, and policy administration.

Your active participation in providing the essential functions portion of your job content is a valued and critical step for our new compensation program and its objectives.

Next steps:

1. Visit <https://www.wku.edu/hr/compensation/compensationstudy/training.php> to obtain the EFW, access training and view additional resources
2. Complete the Essential Functions Worksheet (EFW)
3. Share EFW with your supervisor
4. Your supervisor will use EFW information to complete a JAQ for each position, to be **submitted no later than April 30th, 2019.**

Thank you in advance for your cooperation and support of this important initiative.

Department of Human Resources

**Instructions for completing the online JAQ will be sent in a separate email to Division leaders, who will be responsible for disseminating the information within their units.*