

FROM: Mindy Hutchins
TO: Senior Division Leaders
March 29, 2019

To Senior Division Leader:

Related to recent messaging regarding the collection of job data in support of the University's Compensation Study initiative, we are contacting Senior Divisional Leaders to assist with the supervisory portion of this project.

We would like to request your assistance in distributing the position data on the attached spreadsheet to the appropriate supervisors within your area who have responsibility for overseeing each position.

The supervisors who oversee these positions will ultimately be responsible for completion of a **Job Analysis Questionnaire** (JAQ) for each position number. To assist you in this regard, supervisor names associated with each position are referenced on the spreadsheet; however, because this may not be the most updated information we are relying on divisions to make this determination.

Next steps for Division Leaders:

1. Review the attached Excel Spreadsheet containing position data
2. Identify vacant positions (2nd tab) that will be a continued position and should be reviewed
3. Determine appropriate supervisors that will be responsible for the completion of JAQs and distribute accordingly

For the sake of efficiency, please feel free to forward the following message to those supervisors who will have responsibilities for completing the Job Analysis Questionnaire (JAQ)

--Message for Supervisor--

WKU is utilizing a tool to gather job data, referred to as a **Job Analysis Questionnaire** (JAQ). The foundation of the JAQ is the **Essential Functions Worksheet** (EFW), which we are requesting all full-time and part-time salaried staff complete. The EFW will help position incumbents brainstorm and organize the many responsibilities associated with their job.

As a supervisor, you can expect staff holding positions in which you oversee to share their completed EFW with you. You will use this document to assist in 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.

Next Steps for Supervisors:

1. Visit <https://www.wku.edu/hr/compensation/compensationstudy/training.php> to obtain the link to the JAQ, access training and view additional resources
2. Obtain the EFW from those performing in positions you oversee
3. 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. Please do not hesitate to reach out to us if you have any questions or concerns.