



Job Evaluation Appeal

Name:	
Job title:	
Department:	
Division/function:	
JE ref number:	
Manager (job title and name)	
Work address/email/ phone number	
Signed – jobholder	
Date:	

Tick	Grounds of appeal – please tick which applies and provide full details below
	<p>1. The job is significantly different from the benchmark job/template it has been slotted or matched to.</p>
	<p>2. The evaluation does not fully or appropriately reflect the requirements of the job.</p> <p>This could include:</p> <ul style="list-style-type: none">• My job has significantly changed since it was evaluated• The evaluation scheme was incorrectly applied
<p>Full details</p>	

Give details of what you believe has not been taken into account (if relevant) under each element of the Hay Job Evaluation Scheme

Know how

Problem solving

Accountability

Additional Work Elements

Stage 1 Appeal

To lodge your appeal, please send this Appeal Form to the Director of HR using the stamped addressed envelope provided or by email to single.Status@derbyshire.gov.uk

Your submission will be acknowledged by the SSC.

You may be contacted to provide clarification on the details, and will be notified of the date of your appeal.

SSC completion

Date of acknowledging receipt:

Copy passed to Job Evaluation Team:

Employee notified of outcome of Stage 1 Appeal

To be completed for Appeals at Stage 2 only

Additional information

Please provide any additional information below that you wish the Stage 2 Panel to consider. Please sign and return the Form to the address below.

Signed – jobholder	
Date:	

Please now send this Appeal Form to the Director of HR using the stamped addressed envelope provided or by email to single.Status@derbyshire.gov.uk

You will receive an acknowledgement from the SSC.

You may be contacted to provide clarification on the details.

SSC completion

Date of acknowledging receipt:

Copy passed to designated manager

Employee advised of outcome of Stage 2 Appeal.....