

Pathway to evaluations

Remember that you can visit www.qpsu.org.au/hp for information about the process. On the website there is also a helpful contact list for HP "go to" guides.

STAGE ONE Initial Consutation



Your local manager will develop a proposed HP role description and a proposed HP level in consultation with you.

STAGE TWO Workunit level proposed



Your proposed PD and HP level will be included as part of the overall proposal for your local workunit.

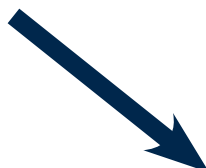
STAGE THREE Agree or Disagree



Once the previous two stages have been completed, you now have the opportunity to say whether you agree with your new HP level and role description (RD).



AGREE



DISAGREE

Fantastic! But please note the proposal for you and your workunit won't be finalised until the central evaluation panel has reviewed all evaluation proposals.

- ◆ If you disagree with your proposed level or position description there are a number of steps you should take:
- ◆ Consider exactly what in your RD you disagree with.
- ◆ Do you disagree with your proposed level
- ◆ Download the EIA form to examine what is required, but do not complete it yet
- ◆ If you haven't already, complete the employee prep guide or review your already completed guide.
- ◆ Review the "How to complete an EIA" powerpoint and the "How to complete and RD" powerpoint.
- ◆ Consult the Role Guide
- ◆ Now complete the EIA form
- ◆ Submit it with your proposed RD and prep org chart to your District coordinator. Keep a copy!

HP "how to" campaign

