

ACTIONS THE DEPARTMENT MANAGER WILL TAKE

1. The department manager or divisional executive will complete the **Evaluation Appeal Request Form** in instances where they perceive that the evaluation results were wrong.
2. The department manager or divisional executive will dispatch the **Evaluation Appeal Request Form** to their respective HRBP.

ACTIONS HROE WILL TAKE

1. The HRBP will review the form and discuss with the department manager and/or divisional executive of their concerns, in order to get a better understanding of the issue.
2. The HRBP will forward the **Evaluation Appeal Request Form** to the evaluator/s and provide any additional briefing required to assist the evaluator/s in understanding the concerns.
3. The evaluator/s will convene an **HR Review Committee** and will share all documents relating to the evaluation.
4. The **HR Review Committee** will review all the relevant documents and will formally evaluate the job using the **Job Factors Guide**.
5. The evaluator will then prepare a new **Evaluation Summary Sheet** – describing the results of the evaluation from the **Appeal**.
6. The evaluator will receive the HR manager's approval of the evaluation results through a formal approval and sign off on the new **Evaluation Summary Sheet**.
7. The evaluator will dispatch a copy of the new signed **Evaluation Summary Sheet** to the HRBP.
8. The HRBP will review the results of the new evaluation and will forward a copy of the **Evaluation Summary Sheet** with a cover memo to the department manager.
9. The evaluator and the HRBP will address any questions and concerns received from the department manager or divisional executive.



ACTIONS THE DEPARTMENT MANAGER WILL TAKE

1. If the department manager or divisional executive are still dissatisfied with the results of the evaluation, they can request an **Executive Review**.

ACTIONS THE HROE WILL TAKE

1. The HRBP will inform the evaluator/s of the request for the **Executive Review**.
2. The evaluator will prepare the review package containing the Job Fact Sheet, the Justification and Context Summary, the Organizational Chart, and the **formal Evaluation Ratings**, which will be sent to the Vice President, Human Resources and Organizational Effectiveness.
3. The VPHROE will arrange a meeting with the divisional executive to review the evaluation results and will make a determination of any changes to the ratings, and will inform the evaluator/s of the decision.
4. The evaluator will then prepare a new **Evaluation Summary Sheet** – describing the results of the evaluation from the **Executive Review - Appeal**.
5. The evaluator will receive the HR manager's approval of the evaluation results through a formal approval and sign off on the new **Evaluation Summary Sheet**.
6. The evaluator will dispatch a copy of the new signed **Evaluation Summary Sheet** to the HRBP.
7. The HRBP will review the results of the new evaluation and will forward a copy of the **Evaluation Summary Sheet** with a cover memo to the department manager.

If you have any further questions, please contact the HR Support Center

- Call ext. 5001 from a Humber phone line or dial 416-675-5001
- Email us at oe@humber.ca
- Submit an e-form at humber.ca/hrinquiry
- Chat with us at humber.ca/hrchat