

# e- Job Evaluation Tool

## User Guide

### Submitting a 2<sup>nd</sup> Stage New Post

**Please Note:**

**Internet Browser**

If there are parts of the screen not displaying,  
please use internet browser Chrome or Internet  
Explorer 11

## 2<sup>nd</sup> Stage New Process

### What is the 2<sup>nd</sup> Stage New Post Process?

This process is applied after the postholder has been in the new post for a reasonable time (normally 3-6 months) and is familiar with the role and job requirements. The postholder and manager should check the job description and agree any changes.

The updated, revised job description will then be submitted to a panel for a fresh evaluation.

**Before starting the 2<sup>nd</sup> Stage New Post Process, please ensure that you have completed the following;**

- The revised job description has been agreed by **both** the Line Manager and Postholder(s)
- You have the **correct CAJE reference** from the Employee Relations Team  
[NSS.HRERRTeam@nhs.scot](mailto:NSS.HRERRTeam@nhs.scot)
- Both the Line Manager and Postholder are **available** from the date the revised job description is submitted. The panels may wish to contact the Line Manager and Postholder if they have questions regarding the content.

**Please Note:**

The eJEP system has a **timeout facility**, therefore if your screen has been left **inactive for 10 minutes or more**, the system will automatically **log you out**.

Once you have logged on, the first screen you will see will always be the Homepage, as follows;

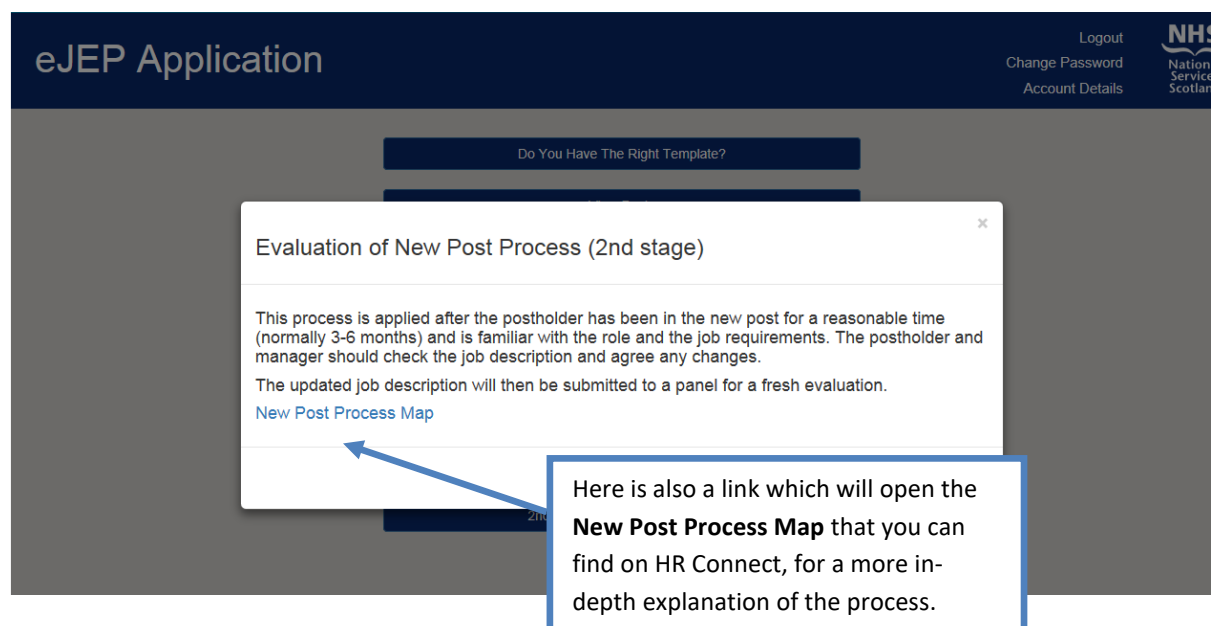
The screenshot shows the eJEP Application homepage. At the top left, the text "eJEP Application" is displayed. Below it, a callout box states: "To return to this main menu, click here." with an arrow pointing to the "Do You Have The Right Template?" button. To the right, another callout box states: "A pop up box will appear when you click 'Do You Have the Right Template' with a list of all the Job Evaluation templates including the Review Application template." with an arrow pointing to the same button. The main menu consists of several buttons: "Do You Have The Right Template?", "View Posts", "New Post Evaluation", "Job Evaluation Review Process", "Regrading Process", "Post Update Panel Process", "EL to AFC Transfer", and "2nd Stage New Post Evaluation". Each button from "New Post Evaluation" onwards has an information icon (i) to its right.

This screenshot shows the eJEP Application interface with a pop-up box titled "Do You Have The Right Template?". In the top right corner, there are links for "Logout", "Change Password", and "Account Details". The pop-up box contains the text "Please refer to the links below for the correct template to use:" followed by a list of links: "NSS Job Description", "Regrading Application Form", "Appeal Against Regrading Outcome Form", and "Job Evaluation Review Application Form". A callout box on the right states: "Each template will open as a Word Document that you can save to your desktop to use; you can do this by simply clicking on the template title." with an arrow pointing to the list of links. A "Close" button is located at the bottom right of the pop-up box.

Each Process has an information button marked “i” that you can click on for the definition of each process.



Once you click the information button, the following pop up box will appear;



From the main homepage, you will be able to begin submitting the revised job description through the 2<sup>nd</sup> Stage New Post Process;

Logout

Change Password

Account Details

NHS

National Services Scotland

Do You Have The Right Template?

View Posts

New Post Evaluation

Job Evaluation Review Process

Regrading Process

Post Update Panel Process

EL to AFC Transfer

2nd Stage New Post Evaluation

To commence the 2<sup>nd</sup> Stage New Post Process please **click here**.

Once you click “2<sup>nd</sup> Stage New Post Process”, the following page will appear:

Logout

Change Password

Account Details

NHS

National Services Scotland

2nd Stage New Post Evaluation

Post Title

CAJE Reference Number

SBU

Please provide any relevant comments regarding this post

Single Post

Generic Post

Has the amended Job Description Been Agreed by the Post Holder and Line Manager?

Yes

No

Post Holder(s)

Is any further support required before the amended Job Description is submitted to a panel?

Yes

No

You will need to populate this page with the key details of the post submitted for the 2<sup>nd</sup> Stage New Post, starting with the **Post Title, CAJE Reference and SBU**.

You are also asked to provide any **relevant comments** regarding the post.

The screenshot shows the 'eJEP Application' form for '2nd Stage New Post Evaluation'. The form includes fields for 'Post Title', 'CAJE Reference Number', and 'SBU'. A large text area is for 'Please provide any relevant comments regarding this post'. There are buttons for 'Single Post' and 'Generic Post', and an information icon 'i'. Below these are two 'Yes/No' questions: 'Has the amended Job Description Been Agreed by the Post Holder and Line Manager?' and 'Is any further support required before the amended Job Description is submitted to a panel?'. A callout box at the top right says 'Please contact the Job Evaluation Team on [NSS.HRERRTeam@nhs.scot](mailto:NSS.HRERRTeam@nhs.scot) for the CAJE Reference'. Another callout points to the comment box: 'Please ensure the comment is kept **brief and relevant**'. A third callout points to the information icon: 'Click the “i” to view the **definitions of Single and Generic posts**.'

The following page will appear once you click the “i” icon, giving you the definitions of Single and Generic posts;

The screenshot shows the 'Job Evaluation Review' page. A modal window titled 'Guidance for Post Type choice' is open, displaying the following text: 'Single Post - The review application is only applicable to one person' and 'Generic Post - The review application is applicable to more than one person'. The modal has a 'Close' button. In the background, the 'Post Title' field is visible, and at the bottom, there is a 'Yes/No' question: 'Is any further support required before the Review Application is submitted to a panel?' and a 'Save' button.

The revised, amended job description **must** be agreed by **both** the Line Manager and Postholder(s) before the post is formally submitted.

eJEP Application

Logout  
Change Password  
Account Details

NHS  
National Services Scotland

2nd Stage New Post Evaluation

In line with the 2<sup>nd</sup> Stage New Post Process, any revised job description should be **discussed and agreed by both** the Postholder and Line Manager.

Has the amended Job Description Been Agreed by the Post Holder and Line Manager?

Post Holder(s)

Is any further support required before the amended Job Description is submitted to a panel?

Single Post

Generic Post

i

Yes

No

Yes

No

i

The screenshot shows the NHS HRERR system interface. At the top right, there are links for 'Logout', 'Change Password', and 'Account Details'. The NHS logo is in the top right corner. A blue-bordered box at the top left contains the text: 'If you select “No” when asked if the revised job description has been agreed by **both** the Postholder(s) and Line Manager, the system will **not** allow you to continue.' A blue arrow points from this box to a white modal dialog box titled 'Post Details Not Agreed'. The dialog box contains the text: 'Both the postholder(s) and line manager must agree the contents of the review application. Please contact [nss.HRERRTeam@nhs.net](mailto:nss.HRERRTeam@nhs.net) for further guidance.' and a 'Close' button. Below the dialog box, there is a question: 'Is any further support required before the Review Application is submitted to a panel?' with 'Yes' and 'No' buttons. A blue arrow points from a box at the bottom right to the 'nss.HRERRTeam@nhs.net' email link in the dialog box. The box at the bottom right contains the text: 'By clicking here, an email will open'.

If you select “No” when asked if the revised job description has been agreed by **both** the Postholder(s) and Line Manager, the system will **not** allow you to continue.

Post Details Not Agreed

Both the postholder(s) and line manager must agree the contents of the review application. Please contact [nss.HRERRTeam@nhs.net](mailto:nss.HRERRTeam@nhs.net) for further guidance.

Close

Is any further support required before the Review Application is submitted to a panel?

Yes No

By clicking here, an email will open

The screenshot displays the Microsoft Word 2007 interface with the 'Message' tab selected. The ribbon features the 'Clipboard' group with 'Paste', 'Cut', 'Copy', and 'Format Painter' options, and the 'Basic Text' group with font settings (Calibri, 11), bold, italic, underline, text color, background color, and bullet/numbering tools. The 'Send' button is located on the left side of the ribbon. The 'To' field is populated with 'HRERRTeam (NATIONAL SERVICES SCOTLAND)' and the 'Subject' field is 'Further Guidance'.

In some cases, there will be **more than one postholder** attached to the revised job description, if so, enter the full name of the first postholder followed by a comma, and continue with all the names.

For example;

*John Smith, Anne Smith, Alan Smith, Joan Smith*

If there is **not enough space** for all the postholder's names, please write all the names on a word document and upload onto the eJEP system and write "Names on Documents" under "Postholder(s)"

***See page 12 for guidance on how to upload documents***

The screenshot shows the '2nd Stage New Post Evaluation' form. Fields include Post Title (Mouse), CAJE Reference Number (CAJE123), SBU (SNBTS), and a comments section with the text 'Mickey & Minnie started post in July 2016'. There are buttons for 'Single Post' and 'Generic Post', and 'Yes/No' options for 'Has the amended Job Description Been Agreed by the Post Holder and Line Manager?' and 'Is any further support required before the amended Job Description is submitted to a panel?'. The 'Post Holder(s)' field contains 'Mickey Mouse, Minnie Mouse'. A blue callout box with an arrow points to the 'i' icon next to the 'Post Holder(s)' field, containing the text: 'Click here to find the above pop up box explaining how to enter Postholder(s) name(s)'.

The following page will appear once you click the "i" icon, giving you instructions on **how to enter all the Postholder's details** if there is **more than one** Postholder;

The screenshot shows a 'Multiple Postholders' pop-up box. The text inside reads: 'For multiple post holders, please provide their names as a comma-separated list in the textbox provided. If the number of post holders is too great to enter into the textbox, then please upload as a file in the Edit Post screen before submitting this post.' There is a 'Close' button at the bottom right of the box. The background shows the same form as the previous screenshot, but the 'Post Holder(s)' field is now empty.



You will be asked if you require **any further support** before submitting the revised job description.

**eJEP Application** | Account Details | National Services Scotland

2nd Stage New Post Evaluation

Mouse

CAJE123

SNBTS

Mickey & Minnie started post in July 2016

Single Post | Generic Post

Yes No

Post Holder(s) Mickey Mouse, Minnie Mouse

Is any further support required before the amended Job Description is submitted to a panel?

Yes No

Save

**Callout Box:** This question is simply asking if you have **any further questions** to ask the ERR Team before submitting your revised job description.

If you select “**Yes**” on the above screen, the following pop up will show;

**eJEP Application** | Logout | Change Password | Account Details | NHS National Services Scotland

Regrading Process

Post Title

CAJE Reference Number

SBU

**Further Support Required**

Please contact a member of the ERR team on [nss.HRERRTeam@nhs.net](mailto:nss.HRERRTeam@nhs.net).

Close

Save

**Callout Box:** By clicking here, an email will open with the ERR team email address for you to contact if you require further guidance.

Message | Insert | Options | Format Text

Cut | Copy | Paste | Format Painter

Clipboard

Basic Text

From...

To... HRERRTeam (NATIONAL SERVICES SCOTLAND)

Cc...

Subject: Further Support Required

Once you have completed this section of the 2<sup>nd</sup> Stage New Post Process, the post is **ready to “Save”** and move onto the next stage.

eJEP Application

2nd Stage New Post Evaluation

Post Title: Mouse

CAJE Reference Number: CAJE123

SBU: SNBTS

Please provide any relevant comments regarding this post: Mickey & Minnie started post in July 2016

Single Post | Generic Post

Has the amended Job Description Been Agreed by the Post Holder and Line Manager? Yes No

Post Holder(s): Mickey Mouse, Minnie Mouse

Is any further support required before the amended Job Description is submitted to a panel? Yes No

Save

Click “Save” once you have completed this section.

The following screen will appear once you have clicked “Save”.

This will generate the reference number for the post on eJEP system.

**Please note** the reference is **not** the CAJE reference, this reference is only used by the system to locate your 2<sup>nd</sup> Stage New Post.

eJEP Application

Thank you for saving your post titled: Mouse

Your post has successfully been created with reference 143

Note that your post has not yet been submitted to HR. To do this please select the post from the Unsubmitted Posts table in your View Posts page, upload any required files and then submit from there.

View Posts

Return to Menu

Click “View Post” continue to the next stage.

A reference number is generated by the eJEP system. Please note this is **not** the CAJE reference number.

**Please Note:** At this stage the post has **not** been submitted, **only saved.**

By clicking “**View Post**” you should now see the following page;

The page will automatically open the “Unsubmitted Posts” tab, this shows the posts which you have **saved but have yet to upload** the Review Application onto the system.

**Double click** the post to continue to the next stage of uploading your document(s).

Reference	Type	Create Date	Update Date	Title
143	2nd Stage New Post	05/12/2016	05/12/2016	Mouse
80	Evaluation Review	13/07/2016	13/07/2016	Peaky Blinder

Once you **double click** on the post, the following screen will appear;

The system will open the Edit Post tab as at this stage you are **still able to edit** the information as the post has **not** yet been submitted.

Post Title: **Mouse**

Post Reference: **143** CAJE Number: **CAJE123**

SBU: **SNBTS** Type: **2nd Stage New Post**

Please provide any relevant comments regarding this post: Mickey & Minnie started post in July 2016

Single Post Generic Post

Has the amended Job Description Been Agreed by the Post Holder and Line Manager? Yes No

Post Holder(s): Mickey Mouse, Minnie Mouse

When you scroll down to the bottom of this page, you will see the **upload boxes** where you will upload your revised job description.

The screenshot shows two upload sections. The first section, 'File Uploads', has a callout box that says: 'Upload File: Upload any relevant document. Click "Browse" to search for your file.' The second section, 'Job Description Uploads', has a callout box that says: 'Upload Job Description: Upload the revised Job Description. Click "Browse" to search for your file'. Both sections include an 'Upload File' button and a 'Browse...' button. Below each section is a table with columns for 'File Name', 'Date Uploaded', 'File Size', and 'File Type'. The 'File Name' column shows 'No files uploaded yet'. At the bottom right, there are 'Update Post' and 'Submit Post' buttons.

File Name	Date Uploaded	File Size	File Type
No files uploaded yet			

File Name	Date Uploaded	File Size	File Type
No files uploaded yet			

Click **"Browse"** to search for the document you wish to upload.  
Once you have located the document on your drive, click **"Open"**

The screenshot shows a Windows file explorer window titled 'Choose File to Upload'. The window is displaying the 'Documents' library, which includes 4 locations: 'My Documents (3)', 'Public Documents (Empty)', 'My Pictures (Empty)', and 'Public Pictures (1)'. The 'File name' field is empty, and the file type is set to 'All Files (\*.\*)'. The 'Open' button is highlighted. In the background, the same upload interface is visible, showing the 'Job Description Uploads' section and the 'Update Post' and 'Submit Post' buttons.

File Name	Date Uploaded	File Size	File Type
No files uploaded yet			

Please note that once you have clicked “Open”, this will attach the document. However **you must click “Upload File” for the document to be uploaded onto the system.**

Upload files

File Uploads			
File Name	Date Uploaded	File Size	File Type
No files uploaded yet			

Upload Job Description

You **must** click “Upload File”  
for the document **to be**  
**uploaded** onto the system.

Job Description Uploads			
File Name	Date Uploaded	File Size	File Type
No files uploaded yet			

Once you click “**Upload File**”, you will be redirected back to the top of the page as shown below:

eJEP Application

[Logout](#)  
[Change Password](#)  
[Account Details](#)

NHS  
National  
Services  
Scotland

Unsubmitted Posts
Edit Post
In Progress Posts
Closed Posts
Returned Posts

Post Title

Post Reference

SBU

Please provide any relevant comments regarding this post

Has the amended Job Description Been Agreed by the Post Holder and Line Manager?

Post Holder(s)

Mouse

143

SNBTS

Mickey & Minnie started post in July 2016

Yes No

Mickey Mouse, Minnie Mouse

CAJE Number


CAJE123

Type

2nd Stage New Post

i

Scroll down the page again, and under “File Uploads” and “Job Description Uploads” you will see the documents you have **uploaded**.

Post Holder(s)  

Further Support

Upload files

**File Uploads**

**File Name**

No files uploaded yet

Upload Job Description

**Job Description Uploads**

File Name	Date Uploaded	File Size	File Type
1.xls	18/10/2016	18 KB	xls

**Update Post:** Click here if you wish to only save the Review.

**Submit Post:** Click here if you wish to submit the Review.

Here you will see which documents you have **successfully uploaded**.

If at this stage you are **not** looking to submit the post for any reason, click “**Update Post**” and this will update any changes made, upload any documents added and will keep the post **saved** as “Unsubmitted”.

The following screen will appear when you click “**Upload Post**”;

**eJEP Application**

Logout  
Change Password  
Account Details

**NHS**  
National  
Services  
Scotland

Thank you for updating your post titled: Mouse

Your post has successfully been updated with reference 143


Note that your post has not yet been submitted to HR. To do this please select the post from the Unsubmitted Posts table in your View Posts page, upload any required files and then submit from there.

When you click “**Update Post**” this screen will appear, explaining that your post has **not** been submitted, as you have **only saved** the updates.

When you are **ready to submit** your revised job description, return to the main screen, and select your post under “Unsubmitted Posts” Tab.

</

Once you **double click** on your post, select “**Submit Post**” and the following screen will appear;

eJEP Application
Logout
Change Password
Account Details


Thank you for submitting your post titled: Mouse.

Your post has successfully been submitted with reference 143.

The HR ERR Team will be in contact with you shortly.

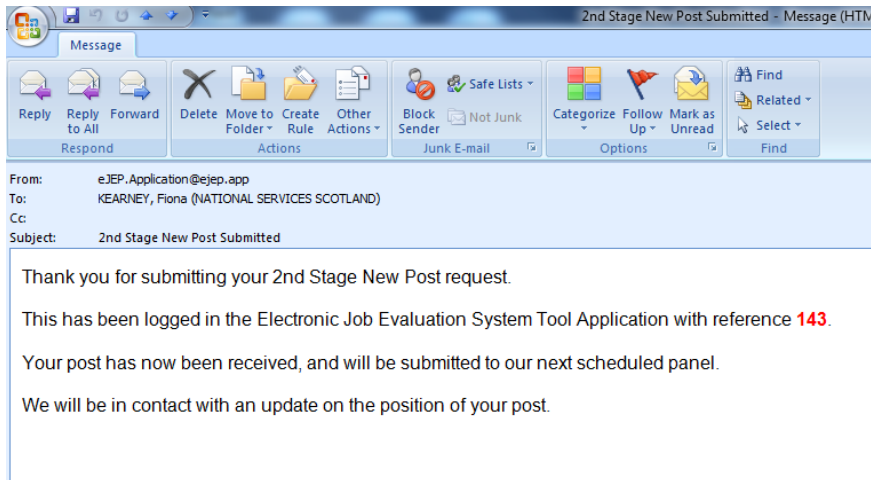
View Posts

Return to Menu

**Please Note:**

Once you submit the revised job description you **cannot make any amendments** or upload any new information at this time.

Now that you have submitted your revised job description, you will receive an automatic email confirming your submission.



**You have successfully submitted your 2<sup>nd</sup> Stage New Post, please refer to the “Tracking Your Post User Guide” for further guidance on how to track and update your posts.**