UNIVERSITY OF ABERDEEN REGRADING PROCESS FLOWCHART

Post identified for a regrading (post driven process - refer to procedure Member of staff discusses the case for regrading with their line manager or vice versa Ţ, Regrading application completed by a member of staff in conjunction with their line manager or vice versa. Application signed by all parties. Application completed and approved by appropriate senior manager (e.g. Director) Û Completed regrading application and accompanying documents submitted to HR by the line manager or a different appropriate member of senior management Application received by HR and allocated to 2 Role Analyst for job evaluation HR arrange Regrading Panel meeting Job evaluation outcome together with the application and accompanying documents sent to the Regrading Panel $\hat{\mathbf{1}}$ Regrading Panel meets and considers the application. Any queries are addressed through the Subject Expert Û Following a full consideration Regrading Panel makes an informed decision on the application Û Applicants notified of the outcome of the regrading application ① Û

Unsuccessful applicants receive

feedback and advised of the right to

appeal

For successful applicant, new grades

applicable from 1st of the month after

the application was submitted