

Prior Related Work Experience

Manager Evaluation: Frequently Asked Questions

Last updated December 6, 2017

1. What do I have to do?

As a supervisor, you are responsible for reviewing and approving the information submitted by your employees. You will be asked to determine if each of your employee's previous jobs are both related to their current job and if they are equivalent to their current job.

2. Which employees am I responsible for evaluating?

You must complete prior work experience evaluations for the employees you directly supervise. When you login to the Prior Work Experience Evaluation page in PeopleSoft, you will see these employees listed for you. If you supervise employees in appointed positions who are also supervisors or managers, you will see them listed in your direct reports but you do not need to evaluate appointed employees' work experience.

3. What if I don't see the Prior Work Experience Eval page option listed under my Manager Self Service in PeopleSoft?

First make sure the correct employees report to you in PeopleSoft. Then, the system access requestor for your agency/department needs to email Jo Ann Buechler (JBuechler@slco.org) and request to have you set up with the SLC_MAN_SELF_SRV role.

4. What if one or more of the employees I supervise is not listed on my Prior Work Experience eval page?

If the employee is appointed, temporary or sworn you do not need to evaluate their previous work experience. Otherwise, contact your HR/Payroll Coordinator. They will need to coordinate a workflow to ensure the employee correctly reports to you in PeopleSoft.

If you've confirmed the correct employees report to you in PeopleSoft but still do not see the correct employees listed on the Prior Work Experience Eval page, have the system access requestor for your agency/department email Jo Ann Buechler (JBuechler@slco.org) and request to have you set up with the SLC_MAN_SELF_SRV role.

5. What is the timeline?

Supervisors will review and approve their employees' information by December 15, 2017.

6. What if I'm not able to complete my evaluations for my employees by the deadline?

You will need to ask your own manager or supervisor to assist you with your evaluations. They will still need to be completed by the December 15 deadline.

7. Am I required to provide a comment in the notes box for each job I review?

No, you are only required to provide a comment if you answer "No" when asked if the job is related or equivalent to the employee's current job.

8. What if I see the same job title listed more than once under the employee's County Work Experience section?

This means the employee advanced in a career where each level had the same title. Or, it's possible part of their position changed but the job title remained the same. Also, if the employee held the same position prior to 12/16/13, the job will be listed twice due to PeopleSoft being implemented at that time. One will be from their start date to 12/16/13 and the second will be from 12/16/13 to present.

9. Which sections include a review and job description provided by the employee?

Only the External/Non-county Work Experience has the section reviewed by employees and should include a job description provided by the employee.

10. What if I have questions about the requirements for an employee's previous county job?

Click on the Job Description link in the Instructions box to be directed to the job description search page on the HR website. If you have questions about county job descriptions, you can contact your payroll coordinator or your division HR coordinator or manager.

11. What if I can't get the job descriptions link to work?

Check that your internet browser allows pop-ups.

12. What is considered related work experience?

It is work experience which qualified and prepared an employee for their current job. The duties and responsibilities were at least 50% the same as their current job.

13. How do I identify equivalent work experience?

Equivalent work experience is previous jobs which are equal to an employee's current job. These jobs required the same or equivalent levels of knowledge, skills and experience as their current job.

14. Are education or certifications counted towards related or equivalent work experience?

No, education and certifications are not counted towards related or equivalent work experience in this analysis. Only work experience is counted.

15. Should part time, temporary or seasonal work be counted towards related or equivalent work experience?

Yes, part time, temporary or seasonal work should be counted if it is related and/or equivalent to their current job.

16. If my employee had one more than one job at a time, should both jobs be counted?

Yes, all work experience that is related or equivalent to their current job should be counted, even if the employee worked more than one job at a time. If you are questioning the validity of the employee working two jobs at one time, talk with the employee.

17. What will Human Resources do with the information gathered?

1. Employees' prior related work experience will be used to determine their vacation leave accrual rate. Once this data is analyzed, any changes to an employee's vacation leave accrual rate will be retroactively applied with the January 1, 2018 effective date.
2. Prior related experience that is equivalent to an employee's current job will be used to evaluate compression. Human Resources will compare this information to an employee's pay to determine where the compression issues are. Based on this information, they will then determine the best recommendations to remedy the compression issues.

18. What if I don't think my employee's information is accurate?

Discuss your concerns and questions with the employee. You may add comments in the Notes section on the employee's information indicating your concerns and what you discussed with the employee.

19. What if I'm not sure if my employee's work experience is equivalent to their current job?

Please use your best judgement to determine this information. HR will evaluate this information and will be able to determine if certain prior related experience is also equivalent to an employee's current job.

20. Who do I contact if I have questions?

Angie Pitt
385-468-7125
Apitt@slco.org

