

A guide for the management of the Job Matching Process

This document is designed to provide you with a helpful guide to support you through the job matching process.

Developing a Job Description

- Please refer to the 'How to write a good Job description' guidance available on the CCGs intranet or shared drive.
- Contact your CCG People Services Team if you need further support or guidance

Submitting a Job Description for matching

- Please submit Job Description and Person Specification, along with a completed Job matching request form to your CCG People Services Team. Please ensure that the submission also includes an organisational chart.
- Once received, the Job Description will undergo a quality check to ensure that it meets the expectations of the panel i.e does not include discriminatory language, in correct format etc. If the job description does not pass the quality check, you will be contacted with advice on what amendments are required.
- Once the Job Description has passed the quality check, you will be contacted to be advised what date the Job Description will be matched by the panel. You are expected to be available during this time should the panel require any clarifications.
- You will be advised of the following 3 possible outcomes that you may receive
 - Matched
 - No Match
 - Job Descriptions moved to next available panel date with confirmation of when this is.

Receiving an Outcome

- You will be provided with a matching report that details the outcome of the panel within 2 working days of the date of the panel. You will be advised if there is likely to be any delay in receiving the outcome.
- It is your responsibility to arrange for the matched job description to be saved in your employees personal file and/or relevant folder within your department.

Review Process

- If you feel that the outcome does not reflect the role, you have 3 months in which you can request a review. To request a review please complete the Job Matching Review form and submit alongside a copy of the original matching report to your CCG People Services Team.

Please note that you are not able to appeal the decision purely on the basis that you are not happy with the outcome.

The decision of the review panel is final and there is no further right of appeal

