



TITLE AND TOTAL COMPENSATION PROJECT (TTC)

University of Wisconsin-Madison

FACTSHEET

How to Prepare for TTC Employee and Supervisor Engagement



The Steps in Creating a New Position Description

A Standard Job Description connects UW jobs to similar jobs in the market. An employee's Position Description is created by their supervisor and builds on the Standard Job Description. The purpose of employee and supervisor engagement is to review and confirm job title, the Standard Job Description and Position Description that go into effect in 2021. Contact your local HR for more detailed information.

How Employees Can Prepare

- ✓ Review your current position description
- ✓ View learning resources on the TTC website
- ✓ View the new UW Standard Job Description Library on the TTC website
- ✓ Attend an All-Campus Forum
- ✓ Confirm timing of the conversation with your supervisor
- ✓ Engage in Manager/Supervisor conversation to review and confirm your job titles, the Standard Job Descriptions and Position Descriptions

How Supervisors Can Prepare

- ✓ Review your employee's current position description
- ✓ Talk with employees about the TTC Project
- ✓ Take manager training
- ✓ View the new UW Standard Job Description Library on the TTC website
- ✓ Confirm timing of the conversation with your local HR
- ✓ Confirm employee Standard Job Descriptions and create employee Position Descriptions
- ✓ Engage with employees to review and confirm job titles, the Standard Job Descriptions and Position Descriptions