



## Tip Sheet

## CONFIRMING YOUR JOB TITLE & STANDARD JOB DESCRIPTION

The Title and Total Compensation (TTC) Project aims to establish meaningful and market-relevant job titles and standard job descriptions (SJD) for employees at UW–Madison. Your supervisor or human resources (HR) representative will schedule time with you to confirm your TTC job title before September 10, 2021. The goal of this conversation is to confirm that your proposed title and general responsibilities describe the work you do. Your job title and SJD should capture the essential functions of your position.

The following tips can help determine whether your updated title is appropriate based on your current job responsibilities.

### GATHER INFORMATION

#### Identify your current responsibilities.

- What are the three to five most critical responsibilities of your position?
- Review supporting documents such as your current position description (PD) or position vacancy listing (PVL), and performance evaluation (PMDP). Focus on high-level responsibilities rather than day-to-day tasks. Refer to the Task vs. Responsibility fact sheet at [go.wisc.edu/9140u2](https://go.wisc.edu/9140u2) for a description of the differences.
- If you do not have a copy of your current PD or PVL, contact your local HR representative. Visit <https://hr.wisc.edu/docs/hr-contacts.pdf> to find your HR contact.

### COMPARE

#### Compare your current job to your assigned title and SJD.

- Does the proposed title and SJD reflect the essential role and responsibilities of your position?
- If you were to summarize your position in one or two sentences, would the summary look like the SJD job summary?
- If the SJD were a job posting, would you equate the posting to your position?

The SJD presents an overall picture of the work you do and is used to describe similar jobs across the university. It will not include every task you perform, but it should reflect the core functions of your position.

### EXPLORE

#### Explore the Title and SJD Library at [hr.wisc.edu/standard-job-descriptions](https://hr.wisc.edu/standard-job-descriptions).

- Review other SJDs in the same job sub-group as your proposed SJD.
- View SJDs in other job groups and sub-groups that relate to your position.
- Do job summaries or job responsibilities of other SJDs better match your position than your assigned SJD?

## WHAT IF I DISAGREE WITH THE TITLE?

Contact your supervisor or local HR representative if you believe your new title is not the best match. Meet with your supervisor or local HR contact to discuss your questions and concerns.

### BEFORE THE MEETING:

- **Gather documents.** Gather supporting documents like your most current PD or PVL, and performance evaluation.
- **Identify your concerns.** Identify the key responsibilities that are missing in the proposed SJD. Identify another SJD from the Title and SJD Library that better describes your job responsibilities.

### DURING THE MEETING:

- **Ask questions.** Seek to understand the reason for your title assignment. A clear understanding helps you to share your perspective and clarifies miscommunication.
- **Agree on next steps.** If you come to a resolution and can agree on a different title assignment, identify action items to follow up on. If you cannot come to an agreement on a title, know that a formal title appeals process will be available. Visit [go.wisc.edu/n017o1](http://go.wisc.edu/n017o1) for appeals information.

## TIPS FOR EFFECTIVE CONVERSATIONS

### BEFORE THE MEETING:

- **Take time to notice and name your feelings.** How might these emotions affect the conversation?
- **Affirm your intentions.** What do you want for yourself in this situation? What do you want for the relationship?
- **Find the right space.** Arrange a meeting place free from interruptions. If meeting virtually, use video, which allows you to see each other's body language and facial expressions. Put away distractions like email, phones, or instant messaging.

### DURING THE MEETING:

- **Seek for workable solutions.** Enter the conversation with the intent to find a solution.
- **Get curious.** Seek to understand the other person's perspective. Listening to other perspectives may help you see the issues in a new way. Others are also more likely to hear your perspective when they feel they have been heard.
- **Present the facts.** Share the information that you have. Explain how you arrived at your conclusion.
- **Be explicit about what is important to you.** Clarifying what is important. This allows both parties to find creative ways to meet needs. It avoids being stuck on "your way" or "my way." Deeper needs can include values such as respect, recognition, security, and autonomy.