# Title Review Process Guide - Manager

## WHAT STAYS THE SAME
- Employee’s job responsibilities
- Employee’s pay
- Your role as their manager

## REMINDERS
- Titles are not intended to address performance
- Job level is not directly linked to pay grade
- Business titles (working titles) can be used

## TITLE REVIEW PROCESS
- Familiarize yourself with the Classification and Compensation Review Project
  - Visit the Class/Comp Review Project website
  - Review and share resources
  - Review job families and job profiles
  - Review P&S Classification and Career Progression Guidelines
- Review employee’s new job title and job profile
  - Consider job category and level accuracy
    - Job profiles will be linked to pay grades based on market value. A higher job level does not necessarily equal a higher pay grade.
  - Consider title accuracy
    - Can they use a business title (working title)?
    - Is this job profile the best fit compared to other options?
    - Does this job profile fit the majority of their work (50% or more)?
  - Consider career progression opportunities
- Engage with employee and confirm their new job profile and title

## NEXT STEPS
- If you or the employee have concerns, review considerations in the Title Discussion Talking Points document.
- If you still have concerns, talk with the employee and/or your HR Delivery team.
- If you identify that 50% or more of the employee’s job profile is misaligned and there is a title that better fits, a Title Review Request may be submitted.