

Attract. Retain. Engage.

TITLE AND TOTAL COMPENSATION

Employee-Manager Conversation Toolkit

The following resources support managers and supervisors who will play a role in the implementation of the Title and Total Compensation (TTC) Project. Please note that these resources supplement TTC Project [eLearning module](#) for employees and managers.

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Manager Checklist **Confirming Employee Titles & Job Descriptions**



As part of the Title & Total Compensation Project, employees are matched to jobs in the online [Standard Job Description Library](#).



The matched job title and standard job description should capture the essential function of the employee's position and reflect how they spend the majority of their time.

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To confirm the title and standard job description that your employee has been matched with, consider the following questions:

- Does the title and standard job description reflect the essential role and responsibilities of the position?
- If you were to summarize the position in one or two sentences, would your summary look similar to the standard job description summary?
- Does the employee spend most of their time performing these responsibilities?
- If you saw this description as a job posting somewhere, would you equate the posting to your employee's job?
- Does the employee perform all of the responsibilities?

Remember that the standard job description is an overall picture of the work and used to describe the job across the entire university system. It will not include every task your employee performs but should reflect the core functions of the position.

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If you do not answer "yes" to all the checklist questions:

1. Explore other jobs in the [Standard Job Description Library](#). Review jobs in the same job family or sub-family for descriptions that may better match your employee. You can also use the search feature to look for key words to find a better match.
2. Reach out to your institution Human Resources contact. Describe the key responsibilities that are missing from the standard job description and suggest alternative options. Your institution Human Resources contact will help you find the best fit.

BEFORE THE CONVERSATION

As a manager, you have a key role in the implementation of new titles and standard job descriptions for employees across the University of Wisconsin System. Employees can review and discuss their new titles and standard job descriptions with their managers before these changes go into effect.

To help ensure you and your employee have a positive and productive conversation, here are some ways you can prepare.

**GET INFORMED**

- Familiarize yourself with the project's purpose and benefits
- Familiarize yourself with what will change, and what will stay the same

**CONFIRM TITLE AND STANDARD JOB DESCRIPTION**

- Confirm the employee's title and standard job description
- Be prepared to explain why this title and job description was selected. If you disagree with the assigned title, connect with your institution Human Resources contact to discuss concerns. Together, you will either identify a better title, or better understand the rationale for the assigned title.
- Review related titles and standard job descriptions
 - If the employee's new job title has a level, review the other levels of the job
 - Review related jobs in the same sub-family
 - Review other jobs that the employee might identify with

**PREPARE FOR QUESTIONS**

- Jot down questions you anticipate from the employee
- Find the answers to the anticipated questions—review [Frequently Asked Questions](#), review learning [resources](#) on the project website, reach out to your institution Human Resources contact

**SET EXPECTATIONS**

Help your employee prepare for the conversation by letting them know [what to expect](#). Here are some ways you can set expectations at least 72 hours or a few days before the conversation:

- Share information about the Title and Total Compensation Project
- Let your employee know what will be discussed
- Let your employee know what will not be discussed
- Invite employees to bring their questions
- Let employees know that you may not have all the answers, but you will share what you know, and communicate as you get more information.

DURING THE CONVERSATION**To help my employee understand the project, have I:**

- Shared the purpose of the project?
You can share the project's purpose and benefits by sharing the [TTC Overview](#)
- Explained Standard Job Descriptions?
You can explain the purpose and benefits of a standard job description by sharing [Job Titles & Standard Job Descriptions](#)
- Shared the new job title and explained why it is an appropriate title?
You can share the purpose of the conversation by sharing [Employee-Manager Conversation Resources](#)

To help my employee understand their updated title and standard job description, have I:

- Reviewed the responsibilities in the standard job description?
- Given opportunities for the employee to ask questions about their new title and job description?
- Asked whether the title and job description accurately describe the position?
- Described [business title guidelines](#) and agreed on a business title?
- Asked if the employee wants to suggest any changes?
- Listened to the employee's questions and concerns?

To help employee understand what will happen next, have I:

- Shared that an official notification of new title will be sent to employees?
- Described the [appeals process](#)?
- Invited employees to share any follow up questions and concerns with me after the meeting?

Managers and supervisors who will meet with employees to discuss new titles and job descriptions can use the following email templates for employee-manager conversations.

To Schedule Employee Conversation

Purpose:

- Explain purpose of employee-manager conversation
- Schedule meeting time
- Provide resources to inform employees about the Title and Total Compensation Project

From: [MANAGER/SUPERVISOR]

To: [EMPLOYEE]

Subject: Conversation about Your Updated Title and Job Description

Hi [EMPLOYEE NAME],

The Title and Total Compensation (TTC) Project is a systemwide initiative to update official job titles and job descriptions. The project aims to match UW job titles, compensation, and benefits offerings to the labor market in order to attract, reward and retain employees. **I want to assure you that your job is not changing as part of this project.**

I'll schedule a time for us to meet [OR: I've scheduled a time for us to meet on DATE, TIME, LOCATION] to review and discuss your new proposed title and job description together. I will send you the job description before we meet. Please read through it and bring your questions to the meeting.

In the meantime, the [Resources](https://wisconsin.edu/ohrwd/title-and-total-compensation-study/resources/) page (wisconsin.edu/ohrwd/title-and-total-compensation-study/resources/) on the project website has helpful materials to learn about the project and its potential impact. Here are some links that I hope you find useful.

Resources:

- [What to Expect During Employee-Manager Conversations](#)
- [Standard Job Description Library](#)
- Video: [What is a Job Framework](#)
- Video: [Progression and Promotion](#)
- Video: [What is a Career Path](#)

Please let me know if you have any questions.

[MANAGER/SUPERVISOR SIGNATURE]

Before the Employee Conversation

Purpose:

- Share the employee's new title and job description at least 72 hours or a few days before the scheduled meeting
- Share expectations for the meeting

From: [MANAGER/SUPERVISOR]

To: [EMPLOYEE]

Date: [RECOMMEND AT LEAST 2-3 BUSINESS DAYS BEFORE CONVERSATION]

Subject: Upcoming Conversation about Your Updated Title and Job Description

Attachments:

1. [INSERT EMPLOYEE STANDARD JOB DESCRIPTION – you can either cut and paste from excel or PDF documents from institution Human Resources OR you can print to PDF using the 'print' button from the online Standard Job Description Library]

Hi [EMPLOYEE NAME],

I want to make sure you have an opportunity to prepare for our conversation about your updated title and job description before we meet on [INSERT DATE OF MEETING].

I've worked with our Human Resources to identify your proposed best fit job title based on the new titles available. I've attached the job description for your review. You'll notice that this job description describes the work you currently do in a different way using core job responsibilities. **I want to assure you that your job is not changing.** This new job description format is to help the UW describe employee jobs in a more concise and consistent way.

As you look through the job description, please ask yourself the following questions:

- Does the title and job description reflect the essential role and responsibilities of my position?
- If I were to summarize my position in one or two sentences, would my summary match the job summary?
- Do I spend most of my time performing these types of responsibilities?

When we meet, I would like to get your input on the job description before we finalize it. Please bring any questions you have.

The [Resources](http://wisconsin.edu/ohrwd/title-and-total-compensation-study/resources/) page (wisconsin.edu/ohrwd/title-and-total-compensation-study/resources/) on the project website has many useful materials and may answer some questions you already have.

Here are some of them:

- [What to Expect During Employee-Manager Conversations](#)
- [Business Title Guidelines](#)
- [Standard Job Description Library](#)
- [Title Appeal Process](#)

[MANAGER/SUPERVISOR SIGNATURE]

After the Employee Conversation

Purpose:

- Follow up on questions and concerns that were not resolved during the meeting
- Share finalized title and job description
- Share helpful resources

From: [MANAGER/SUPERVISOR]

To: [EMPLOYEE]

Date: [AFTER THE CONVERSATION, AND AFTER POSITION DESCRIPTION IS FINALIZED AND APPROVED BY HR]

Subject: Follow up on Your Updated Title and Job Description

Attachment: [FINALIZED POSITION DESCRIPTION]

Hi [EMPLOYEE NAME],

Thanks for your questions and input on the job description!

INSERT LANGUAGE ON HOW FOLLOW UP ITEMS WERE ADDRESSED:

EXAMPLES:

- I looked into your question about XX, and...
- I've recommended your edits to the job description to HR...
- I've shared your concerns with our Human Resources staff and...[HOW THE CONCERNS WILL BE ADDRESSED]

Here's the finalized copy of the job description that has been approved by Human Resources. Please let me know if you have any other questions or concerns.

New resources are continually added to the [Resources](#) page of the project website, so please check that page for updated information. I will also share any additional information I receive.

I appreciate your patience as we work through this process. Please let me know if you have follow-up questions.

[MANAGER/SUPERVISOR SIGNATURE]

Manager Checklist

Useful Links

- [Resources](#) page of the project website
Continually updated with learning resources, fact sheets, videos
- [Frequently Asked Questions](#)
Manager/supervisor talking points for questions that employees frequently ask
- [Standard Job Description Library](#)
Online library of UW's new titles and Standard Job Descriptions
- [eLearning module](#)
eLearning module that explains in depth the job framework, compensation structure, and your role.