

Town Team: I'm writing to encourage you to take your Job Assessment Tool (JAT) questionnaire. The JAT is your opportunity to share your perspective on the job duties associated with your position. **It should take about 20 minutes to complete and needs to be done by Thursday, November 7.**

All benefitted employees should have received an email from Evergreen Solutions yesterday afternoon – see the bottom of this message for what it looks like. **We were made aware of a few hiccups with accessing the JAT from Town computers and we worked quickly to address those yesterday evening. A big “THANK YOU” to our Technology Solutions team for helping to clear things up. If you have any issues accessing the JAT, please contact Sarah Poulton (spoulton@townofchapelhill.org) ASAP.**

Here's what you need to know to complete your JAT:

- The email has an ID number that is unique to you to use to login to fill out the JAT
- You can complete the JAT from any computer with that ID number
- If you need help accessing the JAT, staff from the project team will be available next week at the times listed [here](#). If we hear from departments that more times and locations are needed, we'll add some.

I also encourage you to check the [project website](#) frequently for updates about the project and a constantly updated FAQ list.

If you have more questions, please ask them! You can email me, Anita Badrock, Sarah Poulton, or Cliff Turner – all members of the project team.

CB

Town of Chapel Hill Job Assessment Tool Invitation Email



Welcome to Your Job Assessment Tool

Your participation is needed to help Evergreen Solutions conduct a Classification and Compensation study for the Town. You are being asked to complete a Job Assessment Tool (JAT) as part of the study. The JAT is used to gather information about the current work you perform; it is NOT a performance review. Specifically, you will be asked to give feedback on your role, responsibilities, and duties in the organization.

Your information and input are critical to Evergreen Solutions review of how the Town pays employees performing similar jobs. The Evergreen Solutions team will use this information to recommend appropriate job titles and associated pay levels and ranges for the purpose of developing a revised or new pay plan and job classification system for the Town.

The deadline for employees to complete the JAT is 10/07/2024.

Your JAT Information

Employee Name: QUENTIN CRAVEN
Classification Title: SUPERVISOR-TRANSIT
Unique ID: 395173

To complete your JAT, please click the following link: https://bit.ly/Chapel_Hill_JAT

For some quick tips and FAQs, please click the buttons below for assistance.

JAT FAQ

JAT Quick Start Guide

At the login screen, please type your unique ID or utilize the cut and paste shortcut. Once you have entered your unique ID, please confirm and select your last name below the Unique ID field.

Please utilize the Save feature at the bottom of each section of the JAT so that your completed information will be saved for the next time you return to the tool. Please make use of this feature often as it is the best way to secure your information. You may exit and return to the JAT as many times as you would like before the deadline.

If you have problems logging in or need assistance completing your JAT, please e-mail JAT4@consultevergreen.com or contact Evergreen Solutions at (850) 383-0111. If your JAT has incorrect information, such as an incorrect job title, please contact Cliff Turner at clturner@townofchapelhill.org so that your information may be confirmed for the Evergreen Solutions team. If you would prefer to complete the JAT on paper, please contact your Human Resources department.

Thank you for your participation in this very important process.

Christopher C. Blue

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