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Subject: Upcoming Role Definition: Job Survey & Focus Group
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Upcoming Role Definition: Job Survey & Focus Group

As previously announced, the University is launching a collaborative effort to conduct an organizational analysis to ensure we are comprehensively aligned with job roles, responsibilities and expectations across campus. To fully analyze and assess our organization's existing roles, we will engage with employees to capture information on the work performed each day, week, month and year to make informed decisions that support our campus workforce.

Our Approach

To efficiently capture the pertinent role information, we will be conducting surveys and focus groups in three consecutive phases. Participation is required to ensure the organizational analysis is administered consistently, effectively and fairly. The information provided will facilitate and inform the framework for our future state and our alignment with Workday ERP.

Surveys February 28 – March 7

Phase one employees will have from February 28 through March 7 to complete the survey. Phase one employees include those whose job codes contain the titles of **Administrative Assistant, Coordinator, Director, Manager** and **Specialist**. Communication for additional phases for other roles will follow in the near future.

The survey is designed to be as easy and fast to complete as possible. It is imperative that we have 100% participation and responses are thoughtful, honest, and reflect the job duties and responsibilities performed to ensure we are assessing appropriately.

Focus Groups March 14 – 17

Focus groups for phase one employees will be held in the Jean Hower Taber Student Union, March 14 through 17 and will be 1-2 hours long. Focus groups will further clarify and provide additional context for individual work performed and ensure data integrity.

What should I do right now?

You will be invited to complete a survey and attend an in-person focus group. These activities will happen for you depending on the phase you are in. Be on the lookout for additional communications from Organizational Development.

How will we communicate with you?

Throughout this initiative, communication will be provided via email from organizationaldevelopment@uakron.edu.

Questions?

Should you have any questions, please do not hesitate to reach out to the Organizational Development (OD) consulting team via email at organizationaldevelopment@uakron.edu.

We look forward to your collaboration and participation as we embrace this transformational opportunity for the University.

Human Resources
Organizational Development

