



Provincial Review Process Form

Complete for all submissions:

Current Provincial Job Description Title and Number Date: March 3, 2020
Job #344 Mentoring Program Coordinator

Region/Employer Facility

Department Mailing Address

Instructions:

Does the *Provincial Job Fact Sheet* represent your job?

Yes
 Complete this page only

No
 Complete documentation as required

Documentation Required:

1. *Provincial Review Process Form*
2. Amended current *Provincial Job Fact Sheet* (cross out what no longer applies and add in additional information)

Timelines:

Employee(s) date of completion: **March 31, 2020**
 (and submitted to OOS Supervisor)

OOS Supervisor date of completion: **April 29, 2020**
 (and submitted to Employer HR)

Employer Human Resources:
 (and submitted to JJEMC) **May 6, 2020**

Employee and/or Group Contact Information:

For Group Submissions, Signature Page (Page 2) must be completed by all members of the group

Employee Name	Signature
E-mail Address	Work Phone
	Home Phone

OOS Supervisor Contact Information:

OOS Supervisor Name	Signature
OOS Supervisor Job Title	Work Phone
E-mail Address	Home Phone

Human Resources (HR) Contact Information:

HR Contact Name	Signature
HR Job Title	Work Phone
E-mail Address	

SIGNATURE PAGE FOR GROUP SUBMISSION

**All members participating in this group submission
must complete this page**

Please Print Clearly

Print Name	Signature

Attach more pages if necessary