

On Target Checklist for Supervisors and Managers

This process checklist outlines the process that supervisors and managers must complete in order to assign new titles for their TEAMS employees.

Action	Expectation
<p>1 Receive the On Target Excel spreadsheet from your department/college HR Representative</p>	Department/college HR Reps will distribute spreadsheet on or after Oct. 7 when On Target file opens
<p>2 Review each employees' current job description</p> <ul style="list-style-type: none"> If you do not have a current job description, contact your department/college HR Rep 	Supervisors familiarize themselves with their employees' job duties
<p>3 Review job families and job series on the TEAMS Titles website</p>	Supervisors familiarize themselves with the new classification system and job title descriptions
<p>4 Compare On Target job title descriptions to employees' current job descriptions and select the "best fit" titles</p>	Supervisors propose a new title for each TEAMS employee
<p>5 Meet with each employee to discuss the proposed new title and address any concerns or questions</p>	Supervisors share proposed new title with employee and make adjustment based on feedback, if appropriate; consult department/college HR Rep as needed
<p>6 Enter new job code and current supervisor into the On Target spreadsheet and submit it to your department/college HR Rep or management according to unit's internal guidelines</p>	On Target spreadsheet completed and proposed titles internally approved
<p>7 Ensure On Target spreadsheet is returned to department/college HR Rep by unit's internal deadline</p>	Department/college HR Rep enters new job code and supervisor data into myUFL by Nov. 13

Questions?

[TEAMS Titles Website](#)
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