Thank you to all of the employees that participated in Outreach Week events last week. The Compensation Study Committee, composed of representatives from the classified and professional-technical associations and administration, is working to maintain transparency and communication with employees throughout this process. This is an update to keep you posted on the FY14 Compensation & Classification Study.

**Outreach Week Events (April 7-11)**
A total of 96 outreach events were held on ACC campuses the week of April 7-11 with consultants from Evergreen Solutions. These included both orientation and focus group sessions. Over 400 classified and professional-technical employees participated in focus groups. The consultants also interviewed 43 administrators either individually or through focus groups.

**Orientation Still Available**
If you want to view a recorded version of an Orientation Session held last week, go to [www.austincc.edu/hr/compensation](http://www.austincc.edu/hr/compensation) and access the Compensation Study Orientation Session WebEx under the FY14 Compensation & Classification Study. The Orientation Session WebEx discusses the purpose of the Study and how employees can participate in the online Job Assessment Tool (JAT) which will provide updated job information directly to the consultants.

**Online Job Assessment Tool (JAT) Launch**
The online Job Assessment Tool (JAT) will be officially launched this week. Each non-faculty employee will receive an email invitation directly from Evergreen Solutions to complete the JAT. A unique username and password, known only to Evergreen Solutions, will be included in the email invitation. Employees will input information on job duties directly to the consultants through the JAT. Information submitted through the JAT will be reviewed by the consultants and used to update job descriptions and make recommendations. The deadline for the completion of the JAT is **5 pm on Friday, April 25**.

Supervisors will review the JATs for their direct reports through **5 pm on Friday, May 2**, indicating whether they agree or disagree with the JAT information. The consultant will work with both the employee and supervisor to resolve any differences.

**Computer Skills Survey**
There will also be a link to a Computer Skills Survey in the JAT email. The Computer Skills Survey will provide data on the computer skills required for a position. This information will be used for the job description updates as well as the ACC Career Connections Program.

**Questions or Problems with the JAT**
If you have problems logging in or need assistance with the JAT, please contact Evergreen Solutions directly via email at JAT@consultevergreen.com or phone at 850-383-0111.

April 14, 2014