# Employee Email Templates

Manager Checklist

Managers and supervisors who will meet with employees to discuss new titles and job descriptions can use the following email templates for employee-manager conversations.

## To Schedule Employee Conversation

#### Purpose:

* Explain purpose of employee-manager conversation
* Schedule meeting time
* Provide resources to inform employees about the Title and Total Compensation Project

**From:** [MANAGER/SUPERVISOR]

**To:** [EMPLOYEE]

**Subject:** Conversation about Your Updated Title and Job Description Hi [EMPLOYEE NAME],

The Title and Total Compensation (TTC) Project is a systemwide initiative to update official job titles and job descriptions. The project aims to match UW job titles, compensation, and benefits offerings to the labor market in order to attract, reward and retain employees. **I want to assure you that your job is not changing as part of this project.**

I’ll schedule a time for us to meet [OR: I’ve scheduled a time for us to meet on DATE, TIME, LOCATION] to review and discuss your new proposed title and job description together. I will send you the job description before we meet. Please read through it and bring your questions to the meeting.

In the meantime, the [Resources](https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/resources/) page on the UWS TTC project website has helpful materials to learn about the project and its potential impact. Here are some links that I hope you find useful as initial review.

Resources:

* [What to Expect During Employee-Manager Conversations](https://www.wisconsin.edu/ohrwd/download/Learning-Series---What-to-Expect-During-the-Employee-Manager-Conversation.pdf)
  + Additional, if needed: [Fact Sheet - Employee-Manager Conversation](https://www3.uwsp.edu/hr/Documents/Fact%20Sheet%20-%20Employee-Manager%20Conversation.pdf)
* [Standard Job Description Library](https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/standard-job-description-library/)
* [Business Title Guidelines](https://www.wisconsin.edu/ohrwd/download/Learning-Series---Business-Title-Guidelines.pdf)
* Video: [What is a Job Framework](https://www.youtube.com/watch?v=mLhdgqPtJ60&feature=youtu.be)
* Video: [Progression and Promotion](https://www.youtube.com/watch?v=h93YG9izEgM)
* Video: [What is a Career Path](https://www.youtube.com/watch?v=9JyYUfACTn0&feature=youtu.be)

Please let me know if you have any questions. [MANAGER/SUPERVISOR SIGNATURE]

## Before the Employee Conversation

#### Purpose:

* Share the employee’s new title and job description at least 72 hours or a few days before the scheduled meeting
* Share expectations for the meeting

**From:** [MANAGER/SUPERVISOR]

**To:** [EMPLOYEE]

**Date:** [RECOMMEND AT LEAST 3 BUSINESS DAYS BEFORE CONVERSATION]

**Subject:** Upcoming Conversation about Your Updated Title and Job Description

#### Attachments:

1. [INSERT EMPLOYEE STANDARD JOB DESCRIPTION – you can either cut and paste from excel or PDF documents from institution Human Resources OR you can print to PDF using the ‘print’ button from the online Standard Job Description Library]

Hi [EMPLOYEE NAME],

I want to make sure you have an opportunity to prepare for our conversation about your updated title and job description before we meet on [INSERT DATE OF MEETING].

I’ve worked with our Human Resources to identify your proposed best fit job title based on the new titles available. I’ve attached the job description for your review. You’ll notice that this job description describes the work you currently do in a different way using core job responsibilities. **I want to assure you that your job is not changing.** This new job description format is to help the UW describe employee jobs in a more concise and consistent way.

As you look through the job description, please ask yourself the following questions:

* Does the title and job description reflect the essential role and responsibilities of my position?
* If I were to summarize my position in one or two sentences, would my summary match the job summary?
* Do I spend most of my time performing these types of responsibilities?

When we meet, I would like to get your input on the job description before we finalize it. Please bring any questions you have.

The [Resources](https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/resources/) page on the UWS TTC project website has many useful materials and may answer some questions you already have. Additional information/resources are available on the [UWSP TTC Project Update page](https://www3.uwsp.edu/hr/Pages/HR%20Intiatives/ttc-status.aspx).

Here are some of the resources:

* [What to Expect During Employee-Manager Conversations](https://www.wisconsin.edu/ohrwd/download/Learning-Series---What-to-Expect-During-the-Employee-Manager-Conversation.pdf)
* [Business Title Guidelines](https://www.wisconsin.edu/ohrwd/download/Learning-Series---Business-Title-Guidelines.pdf)
* [Standard Job Description Library](https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/standard-job-description-library/)
* [Title Appeal Process](https://www.wisconsin.edu/ohrwd/download/Learning-Series---Title-Appeal-Process.pdf)
* [Draft UWSP Appeal Process](https://www3.uwsp.edu/hr/Documents/UWSP%20Appeal%20Process%202021.05.pdf)

[MANAGER/SUPERVISOR SIGNATURE]

#### Purpose:

* Follow up on questions and concerns that were not resolved during the meeting
* Share finalized title and job description
* Share helpful resources **From:** [MANAGER/SUPERVISOR] **To:** [EMPLOYEE]

**Date:** [AFTER THE CONVERSATION, AND AFTER POSITION DESCRIPTION IS FINALIZED AND APPROVED BY HR]

**Subject:** Follow up on Your Updated Title and Job Description

**Attachment:** [FINALIZED POSITION DESCRIPTION] Hi [EMPLOYEE NAME],

Thanks for your questions and input on the job description!

INSERT LANGUAGE ON HOW FOLLOW UP ITEMS WERE ADDRESSED: EXAMPLES:

* I looked into your question about XX, and…
* I’ve shared your concerns with our Human Resources staff and…[HOW THE CONCERNS WILL BE ADDRESSED]

Here’s the finalized copy of the job description that has been approved by Human Resources and me. Per our discussion a Business Title has also been approved by Human Resources, it is: [Business Title as listed on the mapping document as approved by HR]. Please let me know if you have any other questions or concerns.

New resources are continually added to the [Resources](https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/resources/) page of the UWS TTC project website and the [UWSP TTC Project Update page](https://www3.uwsp.edu/hr/Pages/HR%20Intiatives/ttc-status.aspx), so please check that page for updated information. I will also share any additional information I receive.

I appreciate your patience as we work through this process. Please let me know if you have follow-up questions.

[MANAGER/SUPERVISOR SIGNATURE]