

THE JOB SHARE PROJECT™



CAPABILITYJANE
THE NEW WORLD OF WORK



JOB SHARING ONLINE TOOLKITS

The Job Share toolkits are a suite of practical guidelines, tools, top tips and templates for employers seeking to support and encourage the take up and successful implementation of job sharing within their organisation.

CONTENT RICH GUIDELINES FOR:

1. INDIVIDUALS
2. MANAGERS
3. HR PRACTITIONERS

AVAILABLE FORMATS

The toolkits are available in a number of formats for easy access and distribution and can be customised to suit organisation communication format and style:

ONLINE ACCESS:

Password protected online access to hosted Job Share portal where toolkits are annually updated with best practice.

CUSTOMISABLE CONTENT:

Suite of word and pdf documents for easy customisation and upload to an information repository or intranet portal.

FIND OUT MORE ABOUT OUR JOB SHARE SERVICES AND THOUGHT LEADERSHIP INCLUDING:

- Master Classes
- Internal Job Share Register and Portal
- External Job Share Candidate Database

TO FIND OUT MORE PLEASE CONTACT US

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TOOLKIT FOR INDIVIDUALS:

Practical guides and templates for existing and prospective job sharers wishing to understand, explore, set up and implement a successful job share at senior levels including:

- 25 page guide to job sharing (for individuals)
- The 8 habits of high performing job sharers
- Coaching questions (is job sharing an option?)
- Job role assessment process and template
- Coffee and chat guidelines
- Business case process and template
- Job share partner agreement template
- Job share set up checklist
- Top 10 tips - leadership and managing teams
- Top 10 tips - managing clients and stakeholders
- 6 week review template

TOOLKIT FOR MANAGERS:

Practical guidelines and tips for managers new to job sharing. Content includes:

- 25 page guide to job sharing (for managers)
- Positioning the cost / benefit
- Business case assessment check list and template
- 8 habits of managers who manage high performing job sharers
- Top tips - managers new to job sharing
- Top tips - managing job sharers
- Guiding principles for setting up a job share

TOOLKIT FOR HR PRACTITIONERS:

Best practice guidelines, frameworks and know-how to equip HR practitioners with the knowledge and tools required to effectively support individuals and managers with the assessment, set up and implementation of successful job share arrangements. Content includes:

- Job share engagement and implementation roadmap
- Stakeholder briefing pack
- Building a business case for job sharing
- Positioning the benefits
- Job share policy and contract considerations and best practice
- Understanding the operational implications
- Behaviours and competency framework
- Sourcing and matching strategies
- FAQs from individuals and managers
- Job share application check list

REFRESHING INNOVATION AND BEST PRACTICE

As we continue to implement job share programmes within leading employers across the globe, all our toolkits are regularly updated with best practice content, know-how and methodologies.

ABOUT CAPABILITY JANE

We are on a mission to create the marketplace for high quality part-time roles and increase the number of women in influential roles in business. We help organisations create commercially viable part-time working options and implement job sharing in senior roles. We recruit senior job shares and executives on a part-time basis.

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CUSTOMISABLE CONTENT FOR INTERNAL EMPLOYER INTRANET:

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