

A Check-List of "Do's" and "Don't's" in Job Redesign

- DO present the new technology to your staff as an opportunity rather than a threat
- DO recognize that there is no great mystery to this concept
- DO take the time to understand the basic conceptual framework
- DO talk to your people
- DO remember that you are dealing with human beings: not "personnel" or "human resources"
- DO take time to consider each staff member's individual growth needs
- DO think in terms of sanitizing the work context
- DO strive to give more autonomy and responsibility to those that want to take it
- DO make an inventory of activities potentially affected by technology
- DO remember the five communication considerations
- DO avail yourself of the scenarios

- DON'T think this task is beyond you – it isn't
- DON'T concern yourself about job descriptions or position classification: that will only need addressing after a considerable "shakedown"
- DON'T make any promises on position reclassification: as classification levels represent bands of work and not absolutes, enriching a job does not automatically push it into a higher category
- DON'T be afraid to involve your staff
- DON'T let antiquated concepts of "officers" and "support staff" stifle your creativity
- DON'T change things just for the sake of changing them
- DON'T be insensitive to the stresses that technological change imposes on your people – even the best of them
- DON'T be afraid to "pilot" changes and experiment with different workflows
- DON'T let the technology become the master instead of the slave