

Position Evaluation Request

(Please involve your HR Partner in this request.)

Date: _____

Requesting Manager's Name: _____

Manager Title: _____

Manager Department: _____

***Manager= who is making the request

A job evaluation may be requested in the following circumstances:

- A new position is created,
- Significant functions/responsibilities are added or deleted from a position, or
- Changes in the reporting chain occur (reports to a different position or supervises new positions)

****Please complete the applicable highlighted section below.****

Request: New Position Evaluation

Proposed Business Title:		Reporting to Supervisor:	
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Reporting to Supervisor = the position title this position reports to

If a different position is being eliminated to create this position:

Business Title:		Grade:	
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Request: Existing Position Reevaluation

Vacant Occupied

Current Business Title:		Current Grade:	
Proposed Business Title:		Reporting to Supervisor:	
Incumbent Name			

If currently vacant, last incumbent name

Explain changes warranting reevaluation. Do not leave this section blank.

Please complete the following sections for both NEW and REEVALUATED positions.

Problem Solving: Select one.

Problem-solving skills required by the person in this position that will determine why an issue is happening and how to resolve that issue.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problems have set solutions clearly defined by policy, guidelines, and/or supervisor feedback.	Problems are generally operational, requiring interpretation of information gathered through research and review of set policies, guidelines, precedence, and supervisor feedback.	Problems require research and gathering of facts from various sources; solutions require specialized knowledge and the ability to conceptualize varied solutions within a given framework.	Problems require conceptual and abstract analysis and are more strategic than operational; solutions may require unconventional and multiple approaches.

Decision Impact: Select all that apply.

Decisions made and actions taken by the person in this position typically affect:

<input type="checkbox"/>	Only this position
<input type="checkbox"/>	A small group of jobs in the immediate area
<input type="checkbox"/>	The broader functional unit
<input type="checkbox"/>	The Department
<input type="checkbox"/>	The College or School
<input type="checkbox"/>	The entire University

Management Oversight and Direction: Select one.

Level of management and direction this position receives.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Receives clear and specific instructions and/or follows standardized instructions or procedures for most tasks with or without ongoing supervision. Work is checked for accuracy, adequacy and adherence to instructions. Employee consults with supervisor on matters not covered in initial instructions or by set guidelines.</p>	<p>Receives moderate to limited supervision working from objectives set by supervisor. Employee organizes and carries out most assignments in accordance with standard practices, instructions or previous training. Employee handles some unusual situations independently.</p>	<p>Receives general direction working from established policies and objectives. Employee plans and carries out assignments and resolves most conflicts that arise. Completed work is checked only to determine feasibility and compatibility with other work, or effectiveness in meeting objectives of the unit.</p>	<p>Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Employee has responsibility for planning, designing and implementing programs/projects; studies and sets goals for a department, function, or college. Approval from senior leaders may be necessary with regard to financial impact, but details are seldom discussed with the supervisor.</p>

For HR Use Only

This information is to be completed by HR upon finalization of the position evaluation request.

FLSA Classification: _____

Final Business Title: _____

Job Code: _____

Compensation Grade: _____

Review Date: _____

Reviewed By: _____

Comments:

Return completed form along with the new/revised job description to your HR Partner.