



MARSHALL UNIVERSITY
JOB DESCRIPTION FORM
(Assessment Form)

Submit to Human Resources for Review

Classification

Classification Type	
Classification Title	
Department/ORG	
Reports To (Position)	
Supervision Given To (Position/s)	

Position Details

Employee First Name	
Employee Last Name	
Employee ID	
Position Title	
Position Number	

Essential Job Functions

Job Summary/Purpose	
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Job Specific Duties

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Qualifications

Required Qualifications:

Education

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Experience

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Preferred Qualifications:	
Education	
Experience	
Knowledge, Skills, and Abilities	
Knowledge, Skills and Abilities (Include Certifications)	
If this position has supervisory duties, list those you supervise	
Primary Level Supervisor	
Direct Subordinates	

Physical Demands

KEY

N = Not Required
R = Rarely(<2%)
O = Occasional (3-33%)
F = Frequent (34-66%)
C = Constant (67-100%)

- Physical Demands (The nature of physical effort leading to physical fatigue)

Standing	
Walking	
Sitting	
Squatting	
Bending	
Pulling	
Pushing	
Lift/Carry	lbs.

Signatures

I am submitting this job description assessment form for review by Human Resources. I believe that the changes in my essential job functions are significant enough to warrant a classification review

Employee

Date

I have reviewed this job description assessment form and discussed with incumbent employee. I am in full agreement that this document represents significant changes in the essential functions of the position, and we requesting a review by Human Resources to determine the proper classification.

Immediate Supervisor

Date

I have reviewed this job description assessment form with the incumbent's immediate supervisor. After discussion with the supervisor, I am in agreement that the changes in the essential functions of this position are significant and warrant a review by Human Resources to determine proper classification.

Second Level Supervisor

Date

I have reviewed the information contained in this document, discussed this issue with the respective supervisors, and agree that the changes in the essential functions of this position are significant. Therefore, we are requesting a review by Human Resources to ensure it is properly classified.

Vice President

Date