



**MARSHALL UNIVERSITY  
JOB DESCRIPTION FORM**

**(Assessment Form)**

Submit to Human Resources for Review

**Classification**

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

**Position Details**

<b>Employee First Name</b>	
<b>Employee Last Name</b>	
<b>Employee ID</b>	
<b>Position Title</b>	
<b>Position Number</b>	

**Essential Job Functions**

<b>Job Summary/Purpose</b>	
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<b>Job Specific Duties</b>	
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<b>Qualifications</b>	
<b>Required Qualifications:</b>	
<b>Education</b>	
<b>Experience</b>	
<b>Preferred Qualifications:</b>	
<b>Education</b>	
<b>Experience</b>	
<b>Knowledge, Skills, and Abilities</b>	
<b>Knowledge, Skills and Abilities (Include Certifications)</b>	
<b>If this position has supervisory duties, list those you supervise</b>	
<b>Primary Level Supervisor</b>	
<b>Direct Subordinates</b>	

**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 the incumbent employee. I am in full agreement that this document represents significant changes in the essential functions of the position, and we are 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**