



HUMAN RESOURCES

# Job Description Review Request Form

Instructions: Complete sections 1 through 3 in their entirety, obtain required signatures, and route the completed form to HR for review. HR will review completed request, may ask for additional details, will provide recommendations and assist with job description finalization to ensure appropriate pay and classification. **\*\* An incomplete form, missing job description and/or missing signatures will delay the review process.\*\***

## Section 1. REVIEW TYPE

\_\_\_\_\_ **Reclassification:** *SIGNIFICANT* changes (add or remove job duties, functions and/or responsibilities)

\_\_\_\_\_ **Create New:** Position is new to department

## Section 2. REQUESTING DEPARTMENT

Department Name \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**IMPORTANT:** If the job description review will impact an employee (or group of employees) who currently holds the position, include their details below (attach sheet with additional information if necessary).

Employee Name: \_\_\_\_\_ Current pay grade: \_\_\_\_\_

Position #: \_\_\_\_\_ Education/Degree type: \_\_\_\_\_

## Section 3. POSITION DETAILS Required → Attach Job Description and organizational chart

Current Position Title: \_\_\_\_\_

Proposed Position Title: \_\_\_\_\_

Reason for Request Type: \_\_\_\_\_ Outdated Description \_\_\_\_\_ Significant Changes \_\_\_\_\_ Department Restructure

In the space provided below, please provide a detailed explanation on why you are requesting this position be reviewed:

My signature below attests that the above is true and accurate, to my knowledge:

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VP Approval: \_\_\_\_\_ Date: \_\_\_\_\_