Job Description Evaluation Request Form
Administrative/Professional/Technical Positions
(Note: This form must be submitted with the job description for review.)

Current Position Title: _________________________________________________

Department Name: ____________________________________________________

Current Job Classification:
_____ Administrative
_____ Professional
_____ Technical
_____ Other

Date Last Evaluated: ______________

Does the job description include a departmental organizational chart change? ______
If so, please describe the nature of the changes: __________________________
____________________________________________________________________
____________________________________________________________________

Describe below specific changes to the job in the following categories:

1. Knowledge Level Required (includes all skills required for acceptable job performance)

2. Problem Solving (mental effort and intensity required by the job for analyzing, evaluating,
creating, reasoning, arriving at, and making conclusions)

3. Accountability (the ultimate value of specified work to the organization, significance of end
results, freedom to act, increased budgetary responsibility)

_________________________________  ___________________________________
Date                                      

_________________________________  ___________________________________
Job Holder Name (Print)                Job Holder Signature

_________________________________  ___________________________________
Supervisor Name (Print)                Supervisor Signature

_________________________________  ___________________________________
Vice President/Provost (Print)         Vice President/Provost Signature