

Job Evaluation Request

This form must be submitted to Human Resources along with a completed **Position Description Questionnaire**, to initiate an evaluation of an existing position or to request a new position.

*Proposed Position Title:	
Employee currently in position (if applicable):	
Department:	
Current Grade:	Proposed Grade:
Current Salary:	Proposed Salary:
Is this part of a larger reorganization or restructuring impacting more than one position? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Human Resources will make a recommendation regarding the appropriate title for this position as part of the job evaluation process.*

Check this box if this is a new position previously approved during the Strategic Budgeting Process.

Summarize the requested action, including the strategic and operational reasons for this request:

Indicate the proposed source of funding for this change; please include account numbers and specific dollar allocations:**

***In limited cases, funding for the University as part of the annual budget cycle funds job upgrades. Please discuss with a Human Resources representative whether your application qualifies for inclusion in this process or whether departmental funds are required for the proposed change.*

Signature of submitting manager

Date

