



Job Evaluation Review Request Form (JERF)
(Refer to the Job Evaluation Policy and Procedures)

<input type="checkbox"/>	<p>1) FIRST EVALUATION SINCE PROVISIONAL RATING Complete Section I and Job Fact Sheet and attach any supporting material.</p> <p>Length of time in position: _____</p> <p>Deadline: All documentation must be received by Human Resources not later than the last working day of October.</p>
<input type="checkbox"/>	<p>2) STANDARD 5-YEAR REVIEW Has there been significant change to your Job Fact Sheet?</p> <p><input type="checkbox"/> No - complete Section I</p> <p><input type="checkbox"/> Yes - complete Section I, II and III</p> <p>Deadline: All documentation must be received by Human Resources not later than the last working day of February.</p>
<input type="checkbox"/>	<p>3) RE-EVALUATION REVIEW REQUEST Complete Section I, II and Section III. In completing Section II refer to your most recent Job Fact Sheet and indicate only areas where significant changes have occurred.</p> <p>Deadline: All documentation must be received by Human Resources not later than the last working day of October.</p>
Review initiated by: _____ University _____ Department Head _____ Incumbent	

If additional documentation is attached to clarify your submission, please check here.

SECTION I

TITLE OF JOB BEING DESCRIBED:	_____
DEPARTMENT AND/OR FACULTY:	_____
EMPLOYEE'S NAME:	_____
EMPLOYEE'S SIGNATURE:	_____
DEPARTMENT HEAD'S NAME:	_____
DATE QUESTIONNAIRE COMPLETED:	_____
DEPARTMENT HEAD'S SIGNATURE:	_____
RECEIVED BY HUMAN RESOURCES: _____	DATE: _____

TO BE COMPLETED BY HUMAN RESOURCES

POSITION CODE	GROUP	STEP	LAST REVIEWED

SECTION II - JOB FACT SHEET CHANGES

Are there significant changes to the major activities presently stated on your Job Fact Sheet? ___No _____Yes. Please specify the major activity (A, B, C, D or E) and **state the change only**. If the general purpose of the position has changed, please submit a new job fact sheet. Extra pages may be added to provide space for your response.

MAJOR ACTIVITIES	CHANGE

1. INITIATIVE (INDEPENDENCE OF ACTION) IN WORK PERFORMANCE
2. WORKING WITH OTHERS (CONTACTS)
3. DIRECTING AND COORDINATING THE WORK OF OTHERS

4. EDUCATION, SPECIFIC TRAINING AND SPECIAL KNOWLEDGE
5. EXPERIENCE
6. EQUIPMENT OPERATION
7. MENTAL, VISUAL, PHYSICAL DEMANDS
8. DISAGREEABLE WORKING CONDITIONS
COMMENTS:

SECTION III –

Provide examples demonstrating how the changes in your job impact the following areas:
Extra pages may be added to provide space for your response.

1. READING SKILLS:
2. WRITING SKILLS:
3. NUMERIC SKILLS:
4. FINANCIAL RESPONSIBILITY:
5. RESPONSIBILITY FOR INFORMATION RESOURCES:
6. RESPONSIBILITY FOR THE WORK OF OTHER EMPLOYEES:

7. SENSORY CONCENTRATION AND ATTENTION:
8. DEXTERITY SKILLS:
9. PHYSICAL EFFORT:
10. WORKING ENVIRONMENT:
11. PLANNING:
12. ORGANIZING/CO-ORDINATING:
13. PROBLEM SOLVING:

14. INDEPENDENT JUDGEMENT:
15. INTERNAL CONTACTS/RELATIONSHIPS:
16. EXTERNAL CONTACTS/RELATIONSHIPS:
17. WORKING WITH EQUIPMENT:
COMMENTS: