

3. Name other positions on campus that you might compare this position with?

4. Has the employee received any certifications or education that allows them to take on a higher level of work or more responsibility and/or accountability. (Please note, education alone will not substantiate job reclassification)?

5. Is there any office equipment; programs or software that the employee is now required to use that demands a higher level of knowledge, skills and abilities?

6. Is there any other information we should be aware of that may help us better evaluate this position?

Supervisors Signature: _____ Date: _____

Vice President's Signature: _____ Date: _____

To Be Completed by Human Resources

Observation Conducted: ___ Yes ___ No

Observation Outcomes:

Human Resource Recommendation:
