

POSITION EVALUATION REQUEST

Attach a job description detailing the major responsibilities for this position, as well as the duties required to accomplish each of those responsibilities. Indicate the percentage of time required to accomplish each of the major responsibilities. The position will be evaluated using a number of assessment tools including information from the U. S. Department of Labor (O*NET), etc.

Prepared by:	Phone:	Date:
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College/Division:	Department:
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Name of Incumbent or "Open Position"	Incumbent's A#:
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If there is an incumbent in the position, please attach a current resume to this form.

Position Current Title:	Banner Position #
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REQUIRED SIGNATURES

Department Head/Director:	Date:
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Department Head/Director Email Address:	
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Dean/Vice President:	Date:
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For Human Resources Use Only

Current USU Hire Date: _____	USU Seniority Date _____
Current Salary Grade _____	Current Annual Salary _____
New Suggested Title _____	Grade _____ New Maximum Annual Salary _____
Comments:	

Return Evaluation Recommendation to: Name: _____	UMC: _____
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