

POSITION EVALUATION REQUEST

This form is used to request Human Resources review of any of the following: 1) a salary increase only, 2) a title change only, 3) both a title change and a salary increase, and 4) to change the title of an open position. Supporting documentation is required depending on what is requested. See attached sheet for instructions.

Prepared by: _____		Phone: _____		Date: _____	
College/Division: _____			Department: _____		
Name of Incumbent Or "Open Position:" _____		Incumbent's A#: _____			
Position Current Title: _____			Banner Position #: _____		
Proposed Title (If Applicable): _____		Proposed Salary Increase (If Applicable): _____			

REQUIRED SIGNATURES

Department Head/Director: _____	Printed Name: _____	Date: _____
Dean/ Vice President: _____	Printed Name: _____	Date: _____

For Human Resources Use Only

Current Hire Date: _____	Seniority Date: _____			
Current Salary Grade: _____	Current Annual Salary: _____			
New Title: _____				
Salary Grade: _____	Minimum: _____	Midpoint: _____	4 th Quartile: _____	Maximum: _____
Comments: _____				
HR _____				
Return Evaluation Recommendation to: _____				

INSTRUCTIONS FOR POSITION EVALUATION REQUEST FORM

Depending on the type of request, submit the additional documents described below.

1. Salary Increase only

- Submit a memo or email of about $\frac{3}{4}$ of a page, addressing, with examples, how the employee's performance meets the criteria for either the 3rd or 4th quartile in the salary range, as follows:

For increases into the 3rd quartile, address the following:

- a) The employee independently performs all aspects of the job, including unusual or challenging situations not just routine work.
- b) The employee consistently demonstrates the desired competencies to successfully perform the job.

For increases into the 4th quartile, address the following:

- a) The employee performs as an expert in all responsibilities of the position.
- b) The employee possesses a depth and breadth of experience, specialized skills, and perspectives which add significant value to the organization.
- c) The employee serves as an expert resource, a role model, or a mentor to others in similar jobs or to other areas of the organization.

2. Title change only

- Submit a memo or email of about $\frac{3}{4}$ of a page explaining how the scope and complexity of the responsibilities assigned to this position have changed. Include the following areas:
 - a) Summarize the additional responsibilities performed by the employee. Explain how these additional responsibilities are not within the scope of the existing classification.
 - b) Describe how the new responsibilities of the employee compare with those of similar positions in the department. Provide the names and titles of those employees.
 - c) Describe the *size*, *scope*, and *complexity* of the department or program in which the employee works.
- Submit a Position Description Questionnaire (PDQ) or job description.
- Submit the employee's resume (optional).

3. Both a salary increase and a title change. Submit items as described under #1 and #2 above:

- Memo explaining change in responsibilities.
- Position Description Questionnaire (PDQ) or job description.
- Employee's resume (optional).

4. Change the title of open position. Submit items under #2 above:

- Memo explaining change in responsibilities.
- Position Description Questionnaire (PDQ) or job description.