Job Re-Evaluation Request Form

The University has utilized the HAY Group methodology to evaluate the Employee Positions. HAY is a top ranked international resource. The Hay Process measures the size of the job against appropriate and consistent criteria.

Should the responsibilities of an existing job change, the incumbent employee may request to have their job re-evaluated through the completion of this form and its submission to the Human Resources Department.

It is important to recognize that Job Evaluation is a measurement of a job’s relative importance to an organization, not the employee holding the position.

|  |  |
| --- | --- |
| Employee Name: | Employee Number: |
| Position: | Department: |
| Manager or Supervisor: | Date: |

**Major Change(s) in Duties, Responsibilities, Education required, Reporting structure:**

**Additional reason(s) for Evaluation Request:**

# Signatories:

|  |  |
| --- | --- |
| Employee: | Date: |
| Supervisor: | Date: |
| Dean/Director: | Date: |
| HR Representative: | Date Received: |

Please include updated job description with your re-evaluation request.

For HR Department Use

* Job evaluation has been scheduled Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Evaluation has been completed Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Supervisor has been notified by email
* Employee has been notified by letter
* Payroll has been notified
* Job evaluation binder updated
* Electronic files updated

Current Rating: New Rating:

JOB TITLE:

JOB CODE:

|  |  |
| --- | --- |
| KH: | KH: |
| PS: | PS: |
| ACC: | ACC: |
| WC: | WC: |
| Total Points: | Total Points: |
| Salary Band: | Salary Band: |