

# POSITION CLASSIFICATION REVIEW REQUEST FORM

<b>Position Title:</b>			
<b>Faculty/Office:</b>		<b>Department:</b>	
<b>Current Occupant's Name/Vacant:</b>			
<b>Current Classification Level:</b>		<b>Proposed Classification Level:</b>	
<b>Submitted by:</b>		<b>8 UY.</b>	

**REASON FOR REVIEW** – Select one of the boxes:

<input type="checkbox"/> A new position.
<input type="checkbox"/> Recruiting for a new position (if not evaluated within last three years).
<input type="checkbox"/> This position has changed in a significant way (i.e. job content and complexity). Please include a summary of the changes.
<input type="checkbox"/> Minor changes (i.e. reporting relationships or content) – send to HR for filing in position description bank.
<input type="checkbox"/> Organisational change is planned.

**DOCUMENTATION AND PROCESS:**

1	Send this form and additional documentation by email to <a href="mailto:jobevaluationrequest@mq.edu.au">jobevaluationrequest@mq.edu.au</a>
2	Approvals – seek Supervisor and Executive Dean/Head of Office signature then attach the scanned signed copy of this form to the email.
3	Position Description – Word format only, this allows HR to provide streamlined feedback.
4	Attach additional documentation such as summary of changes and organisational chart.
5	HR may request further information and will respond via email once the evaluation is complete.

**APPROVALS:**

Position	Name	Signature	Date
<b>Supervisor:</b>			
<b>Exec Dean/ Head of Office:</b>			

**EVALUATION OUTCOME (HR USE ONLY):**

<b>Evaluation Outcome:</b>	<b>Date:</b>	
<b>Evaluation Undertaken by:</b>	<b>Signature:</b>	
<b>Comments:</b>		
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