**Staff Job Review: Request Form**

**Instructions for Manager:**

* Consult with unit HR regarding review
* Review Compensation and Classification website for an explanation of the job review process: <https://hr.psu.edu/compensation-and-classification/job-reviews/staff-job-review>
* Initiate the creation of an updated Job Responsibilities Worksheet (JRW)
* Carefully review the updated JRW for accuracy and completeness
* Compare the updated JRW to the previous JRW that has been submitted
* Confirm the employee meets the typical requirements for the requested profile/level
* Complete the Job Review Justification and Description of Changes sections of this form, which are critical in describing why the review request is being submitted
* Forward the materials through your area’s designated approval path, which typically include the Budget Administrator and Budget Executive
* Provide unit HR with the complete and approved Staff Job Review Packet

**Instructions for HR:**

* Consult with Manager regarding review and ensure necessary workforce planning discussions have occurred
* Ensure the Staff Job Review Packet is complete and accurate (Request Form, updated JRW, and previous JRW)
* Email the scanned documents to compensation@psu.edu
* Submitting this request to Compensation and Classification indicates approval by unit leadership and that there is funding available

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| Date of Request: | Date of Last Position Review:  |
| Employee Name: | Employee ID#: |
| Education and Degree date: | College/Campus/Unit Name: |
| Current Profile Title: | Current Profile Level: |

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| **Requested Job Profile and Level (if known):** Click here to enter text. |
| **Job Review Justification:** Click here to enter text.**New, higher level duties assumed:** Click here to enter text.  |

| Manager Signature |
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**I confirm that all pertinent parties concur with this request, that all information is complete.**

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| Print Name: |  | Date: |  |
| Signature: |  |