**Staff Job Review: Request Form**

**Instructions for Manager:**

* Consult with unit HR regarding review
* Review Classification website for an explanation of the job review process: <http://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
* Complete the Job Review Justification and Description of Changes sections of this form, which are critical in describing why the review request is being made
* Include an organizational chart and other relevant information to the review packet
* Forward the materials through your area’s designated approval path and obtain necessary signatures on the Signature Page
* Provide unit HR with the complete Staff Job Review Packet

**Instructions for HR:**

* Consult with Manager regarding review
* Ensure the Staff Job Review Packet is complete and accurate (Request Form, Signature Page, updated JRW, previous JRW and organizational chart)
* Indicate your approval and support of the request provided by signing the Signature Page
* Email the scanned documents as ONE file to compensation@psu.edu

|  |
| --- |
|  |
| 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: |

|  |
| --- |
| **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.  |

|  |
| --- |
| Description of Changes (complete applicable sections only): |
| Select one or more of the following key competencies in which significant changes have occurred and briefly highlight the changes that have occurred:  |
| [x]  **Effective Knowledge** Click here to enter text.[ ]  **Accountability and Self-Management**Click here to enter text.[ ]  **Teamwork and Leadership**Click here to enter text.[ ]  **Communication**Click here to enter text.[ ]  **Innovation and Problem Solving**Click here to enter text. |
| Provide any additional supporting information: Click here to enter text. |

| Manager Signature |
| --- |

**I confirm that all pertinent parties concur with this request, that all information is complete, and that the Signature Page has been provided to Unit HR (if it is not submitted with the Job Review Packet).**

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