



Job Evaluation Request Form

Instructions:

- Use this form to request a job evaluation for staff roles that have an incumbent (policy 18)
- Complete the rationale for submitting the request
- Attach the new version of the job description in the current template (word .doc or docx format only)
- Office of Research funded roles – Please confirm eligibility before submitting
- Please submit completed form with all required documentation to your Human Resources Partner

Request type:

Reclassification with incumbent

Career path progression

Career path development

Section A: Incumbent Information

Employee Name:	
Employee Position Number:	
Proposed Position Title:	

Rationale for request: *(Why is this being submitted? What has changed? What impacts are there to other jobs?)*

Section B: Approvals & Authorizations

Print Name

Signature

Date

Requestor *if different from Chair/Depart. Head
(Required for all changes)

Chair/Department Head
(Required for all changes)

HR Partner
(Required for all changes)

Section C: HR section

Effective Date: _____

Notes: