

**Facilities Division
Key Job Responsibility Action Form**

This form is used to initiate action to modify, add or delete a Key Job Responsibility. Key Job Responsibilities are those responsibilities vital to the overall successful performance in the job. Not every single responsibility a person may complete in the job is considered a Key Job Responsibility and is included on the performance appraisal form. The Human Resources department will review this request and notify the Requesting Supervisor of a final determination.

Job Title:

Modify a KJR:

Key Job Responsibility number to be modified:

Current Key Job Responsibility statement as listed:

Proposed Key Job Responsibility statement:

* KJR Rating ☐

Reason For Change:

Add a KJR:

Proposed Key Job Responsibility statement:

* KJR Rating ☐

Reason For Addition:

Delete a KJR:

Key Job Responsibility number to be deleted:

Current Key Job Responsibility statement as listed:

Reason For Change:

- * If modifying or adding a KJR please use the following rating scale to designate a KJR rating.
- 1 – Minimally Important** - Employees in this classification may occasionally perform this job responsibility. However, carrying out this job responsibility is not necessary to the overall successful performance in the job. An employee could be successful in this job without performing this work responsibility.
- 2 – Important** - Employees in this classification perform this job responsibility. It is important to the overall successful job performance for an employee to carry out this job responsibility. An employee may have difficulty being successful in this job if they cannot perform this job responsibility effectively.
- 3 – Critically Important**- Performance of this job responsibility is vital to overall successful performance in this job. An employee cannot be successful in this job without performing this job responsibility effectively.

Requesting Supervisor: _____ **Date:** _____
Next Level Supervisor: _____ **Date:** _____