

# Request for Position Review

This form is used to initiate action to request a review for a new or current position. Human Resources Compensation will review this request and make a recommendation via form HR-35 to the approving office. Please submit all requests for review to the division Human Resource Liaison. If submitting for a new position, complete the supervisor and department fields as well as the proposed new title/grade field.

Request for Reclassification

Request for New Position

**Submitted by:** (Please type or print)

Supervisor's Name/Title: \_\_\_\_\_ / \_\_\_\_\_

Supervisor's Position Number: \_\_\_\_\_

Dept Name/Telephone: \_\_\_\_\_ / \_\_\_\_\_

-----  
**Position Information:**

Current Position Title/Job Grade: \_\_\_\_\_ / \_\_\_\_\_

Current Position Number/Location ID #: \_\_\_\_\_ / \_\_\_\_\_

Current Salary/FOAP Account Number(s): \_\_\_\_\_ / \_\_\_\_\_

Employee Name/ID #: \_\_\_\_\_ / \_\_\_\_\_

**Proposed New Title/Grade:** \_\_\_\_\_ / \_\_\_\_\_

-----  
**Funding:** Additional funds in FOAP account number(s) \_\_\_\_\_ and \_\_\_\_\_  
are available to cover any increased costs for current and future years.

**Source of Funding:** \_\_\_\_\_

Human Resource Liaison Comments

\_\_\_\_\_  
Human Resource Liaison Date

**Requested by:** \_\_\_\_\_ / \_\_\_\_\_  
Supervisor Date

**Reviewed and Forwarded by:** \_\_\_\_\_ / \_\_\_\_\_  
Department Head/Dean Date

\_\_\_\_\_  
CIO (For IT Positions Only) Date

- Approved for Personnel Action:**  
 Analyze and make recommendation  
 Process for change as indicated above

\_\_\_\_\_  
VP/Provost Date

To be completed by the supervisor:

1. I attest that the information and supporting documents submitted with this request is valid and accurate.

Yes                  No

2. I have reviewed current classifications and have recommended the best fit job description or have provided job duties for creation of a new job.

Yes                  No

3. I have validated that the employee will meet the minimum requirements of the requested job classification.

Yes                  No

Please provide any additional details regarding the business need that prompted the request. Other supporting documents that are helpful to submit with the request are organizational charts or approved business plans.