REQUEST FOR JOB REVIEW		
Job Title:		Date:
Location:		Proposed Job Title:
Department:		
Immediate Supervisor's Name:		Immediate Supervisor's Job Title:
Reason for Request		Instructions
Creation of new job	Attach Draft job description and qualifications sheet	
Twelve-month review of new job	Attach Revised job description and qualifications sheet	
Change in job duties/responsibilities	Attach Revised job description and qualifications sheet	
Disagree with rating/notification date	Please explain rationale/reason for disagreement below	
Other, e.g. job change	Please specify and explain below	
Request initiated by:	☐ Incumbent(s)	☐ Supervisor
Signature Please send original to:	Date	
☐ Secretary Treasurer, c/o Human Human Resources to send copies to: ☐ Incumbent(s) ☐ Supervisor ☐ Union	i Kesources, Joint J	on Evaluation Committee