

Employee Name:

Employee A-number:

Requested Job Title _____	Department _____
Supervisor/Manager's Title _____	
Employee Name _____	Date _____
Job Summary: Briefly summarize the primary purpose of this job using no more than 4 sentences.	
Essential Functions: List the primary functions of the job in the space provided below, indicating the most important first, and the approximate percentage of time spent on each function over the course of a year. DO NOT list any duties or responsibilities that require 5% or less of the position's time.	
<i>Example: Administrative Secretary:</i> Receives and screens visitors and telephone calls, providing information, which may require the use of judgment and interpretation of policies and procedures. _____ 50% of Time	
1.	
2.	
3.	
4.	
5.	
6.	

Please attach an Organizational Chart. If you do not have one on hand you can complete one by accessing, www.lucidchart.com. If you need additional information on how to complete one, you can access an example and instructions here, [LINK](#).

Supervisory Responsibilities: Indicate the type and scope of supervisory responsibilities of this job.

NOTE: this refers to supervision of other University employees, and student workers. **Check only one box.**

Not responsible for supervising others.

Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, but has no responsibility to hire, terminate, review performance or make pay decisions. This is defined as providing lead direction.

Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff, overseeing their productivity, and conducting annual performance appraisals. May offer recommendations for hiring, termination and pay adjustments, but does not have responsibility for making these decisions. This is defined as fulfilling responsibilities as a first line supervisor.

Supervises work of others, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content. Conducts annual performance appraisals for direct reports; and reviews and approves annual performance appraisals conducted by first line supervisors reporting to the subject position. This is defined as fulfilling responsibilities as a middle manager.

ADA Information: A) If the job is performed in a typical office setting and does not require any unusual physical requirements, do not complete this section. B) If the job is not performed in a typical office setting and/or has unusual physical requirements, provide a statement below describing the setting of the job and any physical requirements.

Example: Work environment may include confined or narrow spaces and may be performed outdoors. The position requires considerable physical activity. Employee must have sufficient strength to perform the duties and responsibilities of the position including heavy lifting and/or pushing and pulling of heavy objects. Employee must be prepared to assume uncomfortable positions such as crawling, kneeling, and squatting.

Additional Information: Please describe as clearly and concisely as possible any additional information that would be important to fully understand the role, responsibilities, nature, and scope of the job.

Supervisory Comments: Any comments or additional information related to the position.

Please sign below and send to Human Resources.

Completed by

Date

Reviewed by (Department
Head/Designated Manager)

Date

Received in HR by

Date