

HR Job Evaluation Change Request

Employee & Position Details

Employee Name

Current Job Title

Department

Immediate Supervisor/Manager

Date of Request

Requested Change

Type of Change

Proposed Effective Date

Proposed New Job Title (if applicable)

Proposed Job Grade/Band (if applicable)

Justification for Change

Please provide a detailed justification for the requested change

Summary of Role & Responsibilities

Current Duties & Responsibilities

Proposed/Updated Duties & Responsibilities

Additional Information

Other relevant information

Request Submitted By

Submission Date