

**Position Review Form
For Positions in CUPE 1975**

If an employee and/or supervisor/manager identify that the employee's position has significantly changed and the current family and/or phase placement no longer accurately reflects the position, then they may request a position review by completing this form and submitting the completed form to the Human Resources Division.

Please note that a review can only occur once in a 12 month period.

Please refer to the Human Resources website at http://www.usask.ca/hrd/employees/compensation_2006.php to obtain further information on the Position Review Process.

Should the space provided not be sufficient, please attach a sheet and indicate the applicable section.

A. EMPLOYEE INFORMATION

Employee Name:	Phone:
Employee's E-mail address:	Employee Identification Number:
Supervisor's Name:	Phone:
Supervisor's E-mail address:	
Department/Administrative Unit:	
Current Family and Phase:	

B. REASON FOR POSITION REVIEW *Please review the Job Placement Manual and provide an explanation as to why you think this position is placed in the incorrect job family and/or phase. The Job Placement Manual is available at: [Job Placement Manual](#)*

C. PRIMARY PURPOSE *Describe the primary purpose of the position by defining the overall reason(s) the position exists.*

D. NATURE OF WORK Describe the nature of work for this position including to whom the position reports to, type of work, and working environment.

E. DUTIES *Outline the key roles and functions of the position*

F. QUALIFICATIONS Describe the education, experience and skills required for this position

Education:

Experience:

Skills:

G. ADDITIONAL INFORMATION Provide any additional information you think is relevant for the review

Employee Signature _____ Date _____

By signing this form, you are stating that all information provided accurately reflects your position.

Dept. Head, Director or Designated Signatory _____ Date _____

By signing this form, you are stating that you concur with the information provided. If you do not concur, please attach any relevant comments.

Please keep a copy of the completed form for your records and submit the original form to Human Resources

Please note that Human Resources will not return or provide copies of the original form.