

Request for Position Review Form

Name:

Title:

Date:

Requests for review of a position, title or grade must include the following:

- Supporting documentation:
 - Current job description
 - Updated job description. Using track changes, highlight changes from current to proposed as well as elimination of duties or responsibilities from current to new. This is required and hugely helpful.
 - Any other documentation appropriate to support the request
- Basis/Justification for request: (Please enter your text in the space provided below)

Please send this form and the required documentation to hr@emerson.edu. Requests to review a position will not be completed until all required documentation is submitted.