

Job Description

Job Descriptions are prepared by the employee, usually at the time of a request for review. The form is available from Human Resources, Employment and Recruitment, Informed Filler and in the University Forms section of this manual. The purpose of this description is to provide detailed information about how much time is spent on each function and other information specific to that particular classification which the classifier will need during a review.

If you have questions, please contact Human Resources, 278-2364, or Employment Services, 278-2032.