Staff Job Review Process Flowchart

HR Representative/DBS meets the supervisor and/or employee to discuss the *Request for Job Review* and completes the *Request for Job Review Form*

Employee completes and submits their current and updated *Job Responsibilities Worksheet* (JRW)

Supervisor reviews current and updated JRWs submitted by employee, and signs the updated JRW

Supervisor signs *Request for Staff Job Review Form* and forwards to Dept./ Division Head for review & approval

Dept./Division Head reviews and signs the *Request for Staff Job Review Form* and forwards to Academic/Admin. Unit Head for review & approval

Academic/Admin. Unit Head reviews and signs the *Request for Staff Job Review Form* and forwards to their HR Representative/DBS for final review

HR Representative/DBS reviews all submitted information and resolves any questions or uncertainties with the supervisor and/or employee

HR Representative/DBS determines if request is within / outside of prescribed guidelines

Within or Outside of Guidelines

Within Guidelines

The HR Representative/DBS completes the review.

The HR Representative/DBS will then inform the supervisor of the final outcome in writing and initiate the appropriate actions, if applicable, in IBIS

Outside of Guidelines

The HR Representative/DBS forwards the *Request Form*, JRW's, and any other pertinent information to the Job Review Committee by the posted submission deadline for the quarterly scheduled meeting

Results will be communicated to the HR Rep/DBS within five (5) business days of the quarterly meeting

The HR Representative/DBS will then inform the supervisor of the final outcome of the job review in writing and initiate the appropriate actions, if applicable, in IBIS

Employees and supervisors may submit an approved *Request for Staff Job Review Appeal Form* to his/her HR Rep/ DBS for forwarding to Compensation. Requests must be received no later than 14 calendar days after receiving notification of the decision (See *Appeal Process Flowchart*)