



CLASSIFIED EMPLOYEE JOB REVIEW FORM

Submit to the Director of Human Resources prior to March 1st

[Note: The complete job review procedure is included in the Nebo School District Policy #GDA, Classified Employee Job Review.]

Employee: _____

Current Job Title: _____ Lane Placement: _____

Work Location: _____ Supervisor's Name: _____

[Note: Job Descriptions are general in nature; each duty is not described in detail. Adding specific detail does not reflect a significant difference in your job.]

Please provide a copy of the Job Description for your current position. In the space below, list the significant differences between the original written Job Description and the current duties and responsibilities now required by your job. Document all relevant information in order to substantiate the discrepancies between the official Job Description and your major duties and responsibilities. If you feel that there is an existing Job Description that describes your current duties and responsibilities, please identify the job title, salary and code.

I am applying for a re-evaluation of my current Job Description based on significant changes in my job requirements since the Description was written.

Employee Signature: _____ Date: _____