**CAAT Job Evaluation System**

**REQUEST FOR RE-EVALUATION FORM**

**Job Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly comment on the following items, and attach this cover sheet to the amended Position Description Form or Job Fact Sheet Questionnaire

|  |
| --- |
| **Summarize the major changes in job responsibilities:** |

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| --- |
| **How do these changes affect the overall role or purpose of the job?** |

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| --- |
| **How do these changes affect the complexity of the job?** |

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| --- |
| **How do these changes affect the knowledge/skill requirements of the job?** |

|  |
| --- |
| **Factor:** |
| **Reason for Change/Additional Information to Consider:** |
| **Factor:** |
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| **Factor:** |
| **Reason for Change/Additional Information to Consider:** |
| **Factor:** |
| **Reason for Change/Additional Information to Consider:** |

**Manager’s Name:**

**Manager’s Signature:**

**Date:**

If you require additional pages, please attach them.