

PPWC Job Evaluation Request for Review of Changed Job Duties

Purpose: To allow employees the opportunity to explain how their job duties have changed from their last evaluation.

Process: If you do not have a copy of your current job description, please request one from HR. Please review the job description and note any inaccuracies or omissions. Complete this form providing as much information as necessary. Review all information with your supervisor and submit this form and your job description for review by the JE Committee.

Employee:	Supervisor:
Job Title:	Location:
Date:	
1. What specific duties have changed or been ad	ded to your job?
2. Please provide any other information you feel	necessary.
Dated, signed and submitted to the JJEC this	uay oi,,
Incumbent's Name:	Signature:
Supervisor's Name:	Signature: