# EMPLOYEE INFORMATION

**Employee Name:** Type here **Employee Banner ID/User Name:** Type here

**Employee Job Title:** Type here **Position Number:** Type here

**Present Classification:** Type here

**How has your job changed?** (Identify specific elements that impact authority, expertise, skill, experience, scope or other factors of the job.)Type reason here

**Employee Signature:** Type here **Date:** Click or tap to enter a date.

# SUPERVISOR INFORMATION

**Supervisor’s Additional Comments:** Type here

**Supervisor’s Name:** Type here

**Supervisor Signature:** Type here **Date:** Click or tap to enter a date.

# AUTHORIZATIONS

**Dean/Senior Vice President’s Additional Comments:** Type here

**Dean/Senior Vice President Name:** Type here

**Dean/Senior Vice President Signature:** Type here **Date:** Click or tap to enter a date.

***\*Please note:* *An updated job description must accompany a reclassification request. Please return all completed forms to Human Resources.***