INSTRUCTIONS FOR RECLASSIFICATION AT INDIANA UNIVERSITY SOUTHEAST

1. The incumbent or supervisor should complete a Position Description Document.
2. Answer all of the questions. Leave nothing blank even if the position is new.
3. Have the employee and supervisor/manager sign and date the document.
4. Forward the completed Position Description Document to Human Resources
5. Retain a copy of the document for your files.
6. When the review is complete, University Human Resources will assign an appropriate classification and associated salary grade for the position. It will also notify the department regarding the review results.
7. The department is to notify the incumbent of the review results.