



KENNESAW STATE  
UNIVERSITY

## Position Evaluation Form (PEF) – New Position Request



**Only complete this packet when there is a need for a new position (the position is not posted in the [Job Description Library](#)).**

The department manager/leader completes the packet. The requesting manager is required to gain approval by the division/department leaderships (inclusive of the budget/business operations manager) prior to the submission of the packet to the Human Resources Business Partner (HRBP) for review and consultation with the Compensation Department. All items required for this request are included in this packet.

### NEW POSITION REQUEST EVALUATION CHECKLIST: **\*\*REQUIRED\*\***

- Has the need for this new position been reviewed and approved by your division/department leadership and budget/business operations manager?  **Yes**  **No**  
(Discuss how the new position affects current structure, budget, headcount and responsibilities)  
(If no, please discuss as requested prior to consulting with your [HRBP](#))
- For Academic Units only:** Has the need for this new position been reviewed and approved by the Provost and AAF-Academic Strategy & Finance?  **Yes**  **No**  
(This is required before submission to your HRBP, Discuss how the new position affects current structure, budget, headcount and responsibilities)  
(If no, please discuss and get approval prior to consulting with your [HRBP](#))
- Consult with your Human Resources Business Partner ([HRBP](#)), prior to submission
- Complete the PEF and Job Description Template, include the Word version of the job description
- Conduct internal and external job comparisons to identify titles/positions of a similar nature and notate it in the packet
- For managerial positions and/or positions that impact the overall span and/or scope of a department; attach a copy of the current **and** proposed organization chart indicating the new position alignment in the structure, utilizing current titles
- If available, provide a copy or web link of an industry specific salary survey or resources to assist with market reviews
- Will this position have limited or temporary funding?  **Yes**  **No**  
*If yes, please work with your [HRBP](#) to complete the Limited Funding Staff Request form and process*
- Forward completed packet and required attachments to the [HRBP](#)

Once the HRBP validates the packet has all required information, it will be submitted as a request to compensation through the [HR ServiceNow Module](#). As needed, provide a copy of the employee's most current application and/or resume.

Once entered into the HR ServiceNow system, please allow up to seven (7) business days for review, recommendation and/or completion communication through the system.

#### Disclaimer\*

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KENNESAW STATE UNIVERSITY

Position Evaluation Form (PEF) – New Position Request
(Please complete all fields)

Completed By: Proposed Title:
Division/Department: Budgeted Amount: Salary Expectation:
Please select one:
[ ] Regular Full-time or Part-time (regular schedule, for PT 20 hours or more per week)
[ ] Part-time (Non-benefited; 19 hours or less per week)
[ ] Temporary (works for specified time frame of usually less than six months)
[ ] Occasional (works on occasion throughout the calendar year)

Request justification or reason? \*\*REQUIRED\*\*

Information should include the reason for the request (internal restructure, new program, etc.), other alternatives or organizational strategies that have been considered and any additional information about the position or employee(s) that may be relevant for the review.

Is there a possible impact on current staff members?

If yes, please provide the information below and additional rows as needed

Table with 3 columns: Official Name, Employee ID #, Current Title

Job Comparisons:

Internal Comparison: (completed by the requestor) \*\*REQUIRED\*\*

Based on what you know about other positions within the University, identify positions that closely match this position. When identifying these matches, consider items like skills required and scope of responsibility.

Table with 3 columns: List Internal Job Title(s), Department, KSU Pay Grade

External: (completed by the requestor) \*\*REQUIRED\*\*

Please indicate if there are any external positions in other USG or higher education institutions, or industries that may be a match to this position?

Table with 3 columns: List External Job Title(s), Where is the position found? (i.e., company, industry), Notes/Comments/Contacts

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## Job Description

**JOB TITLE:**

**JOB CODE:** See Below

**CREATED:** MM/YY

**MODIFIED:**

**JOB PURPOSE:**

(Provide general information regarding the position that will be detailed in the Key Responsibilities)

**MINIMUM EDUCATION REQUIRED:**

(Provide specific information as to the education required)

**Careers limits each responsibility to 1325 characters (including spaces & punctuation)**

**MINIMUM EXPERIENCE REQUIRED:**

(Provide specific information as to the experience required)

**Careers limits each responsibility to 1325 characters (including spaces & punctuation)**

**MINIMUM LICENSURE/CERTIFICATION REQUIRED BY LAW AND/OR INSTITUTION:**

**ADDITIONAL QUALIFICATIONS:** (Preferred qualifications)

**Careers limits each responsibility to 1325 characters (including spaces & punctuation)**

**KEY RESPONSIBILITIES:**

Include percentage (%) of time for each Key Responsibility

**Careers limits each responsibility to 1325 characters (including spaces & punctuation)**

- 1.
- 2.

**KNOWLEDGE, SKILLS, ABILITIES:**

Include department specific knowledge, skills and abilities, the list provided is standard

- 
- Able to handle multiple tasks or projects at one time meeting assigned deadlines
- Excellent interpersonal, initiative, teamwork, problem solving, independent judgment, organization, communication (verbal and written), time management, project management and presentation skills
- Proficient with computer applications and programs associated with the position (i.e., Microsoft Office suite)
- Strong attention to detail and follow up skills
- Strong customer service skills and phone and e-mail etiquette

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## Position Requirements

|                   |  |
|-------------------|--|
| <b>Job Title:</b> |  |
|-------------------|--|

**Physical Requirements:** (check the box for the appropriate requirement)

**(MUST be completed/updated prior to submission)**

| Physical Effort  | Occasionally (1-33%)     | Frequently (34-66%)      | Continuously (67-100%)   |
|--|--------------------------|--------------------------|--------------------------|
| Walking  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sitting  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Standing   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climbing   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crouching  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kneeling   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bending  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stooping   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crawling   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Lifting (select the highest level required)</b>         |                          |                          |                          |
| Up to 10 lbs.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 25 lbs.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 50 lbs.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 50+ lbs.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Pushing/Pulling (select the highest level required)</b> |                          |                          |                          |
| Up to 10 lbs.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 25 lbs.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 50 lbs.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 50+ lbs.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Carrying (select the highest level required)</b>        |                          |                          |                          |
| Up to 10 lbs.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 25 lbs.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 50 lbs.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 50+ lbs.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Grasping   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fine manipulation  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Repetitive motion<br>(e.g., hands, fingers)                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reaching, above shoulder<br>height                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reaching, shoulder height and<br>below                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Feeling  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Smelling   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Talking  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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**Mental Requirements:** (check the box for the appropriate requirement)  
 (MUST be completed/updated prior to submission)

|                                     |   |                                     |   |                                     |   |
|-------------------------------------|---|-------------------------------------|---|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Thinking analytically   | <input checked="" type="checkbox"/> | Ability to deal with stress and emotions    | <input checked="" type="checkbox"/> | Making decisions  |
| <input checked="" type="checkbox"/> | Ability to understand, remember, and communicate oral instructions    | <input checked="" type="checkbox"/> | Concentrating, memorize, recall information | <input checked="" type="checkbox"/> | Adjusting to changes  |
| <input checked="" type="checkbox"/> | Ability to understand, remember, and communicate written instructions | <input checked="" type="checkbox"/> | Ability to follow directions                | <input checked="" type="checkbox"/> | Handling of multiple assignments, conflicting demands or priorities |
| <input checked="" type="checkbox"/> | Simple math calculations  | <input checked="" type="checkbox"/> | Working under time pressures                | <input checked="" type="checkbox"/> | Examining/observing details   |
| <input type="checkbox"/>            | Complex math calculations   | <input checked="" type="checkbox"/> | Critical thinking                           | <input checked="" type="checkbox"/> | Maintain attention to detail over an extended period of time        |
| <input checked="" type="checkbox"/> | Ability to understand English   | <input checked="" type="checkbox"/> | Ability to write in English                 | <input checked="" type="checkbox"/> | Ability to speak English  |

**Working Conditions – Routine exposure to the following:** (check the box for the appropriate requirement)  
 (MUST be completed/updated prior to submission)

|                                     |                           |                          |                     |                          |                            |
|-------------------------------------|---------------------------|--------------------------|---------------------|--------------------------|----------------------------|
| <input checked="" type="checkbox"/> | Indoor work               | <input type="checkbox"/> | Biological hazards  | <input type="checkbox"/> | Dust                       |
| <input type="checkbox"/>            | Inside extreme heat       | <input type="checkbox"/> | Chemical hazards    | <input type="checkbox"/> | High heights               |
| <input type="checkbox"/>            | Inside extreme cold       | <input type="checkbox"/> | Electrical hazards  | <input type="checkbox"/> | Constricted spaces         |
| <input type="checkbox"/>            | Outdoor work              | <input type="checkbox"/> | Radiation           | <input type="checkbox"/> | Loud noise                 |
| <input type="checkbox"/>            | Outside hot temperatures  | <input type="checkbox"/> | Sharp objects       | <input type="checkbox"/> | Vibration                  |
| <input type="checkbox"/>            | Outside cold temperatures | <input type="checkbox"/> | Heavy machinery     | <input type="checkbox"/> | Dirt/mud                   |
| <input type="checkbox"/>            | Grease/oil                | <input type="checkbox"/> | Fumes, gases, odors | <input type="checkbox"/> | Moving mechanical parts    |
| <input type="checkbox"/>            | Wet/slippery surfaces     | <input type="checkbox"/> | Night/dark          | <input type="checkbox"/> | Other (list details below) |

**Position Context Requirements:** (check the box for the appropriate requirement)  
 (MUST be completed/updated prior to submission)

|                                     |   |                                     |  |                                     |  |
|-------------------------------------|---|-------------------------------------|--|-------------------------------------|--|
| <input checked="" type="checkbox"/> | In-person attendance  | <input checked="" type="checkbox"/> | Maintain stamina during workday  | <input type="checkbox"/>            | Driving – KSU Vehicles (requires a valid driver's license, MVR, and Drug Screen)             |
| <input type="checkbox"/>            | Off-site work   | <input checked="" type="checkbox"/> | Staying organized  | <input type="checkbox"/>            | Driving – Personal Vehicle for Business Purposes (requires a valid driver's license and MVR) |
| <input checked="" type="checkbox"/> | Reporting to work on a regular and timely basis                             | <input type="checkbox"/>            | Operates equipment (non-office equipment)  | <input checked="" type="checkbox"/> | Working alone  |
| <input type="checkbox"/>            | Able to work varied schedule or overtime based on business needs            | <input checked="" type="checkbox"/> | Completing scheduled workday consistently  | <input checked="" type="checkbox"/> | Working with others  |
| <input type="checkbox"/>            | May work non-traditional shifts (evenings, nights and/or weekends)          | <input type="checkbox"/>            | Teaching/Training others (not related to Staff Teaching)                           | <input type="checkbox"/>            | Work is performed independently or with minimal supervision                                  |
| <input type="checkbox"/>            | Supervising others (per job level)  | <input type="checkbox"/>            | Works with, assists or instructs minors  | <input type="checkbox"/>            | Access to universal keys (i.e., access to residence halls/rooms)                             |
| <input type="checkbox"/>            | Handles Cash, Credit/Debit Cards and/or PCard, etc. (credit check required) | <input type="checkbox"/>            | Access to sensitive financial information and/or processes (credit check required) | <input type="checkbox"/>            | Access to protected personal information (students, employees and/or donors, etc.)           |
| <input type="checkbox"/>            | Carries a firearm   | <input type="checkbox"/>            | No Travel Required   | <input type="checkbox"/>            | Travel 1% - 24%  |
| <input type="checkbox"/>            | Travel 25% - 49%  | <input type="checkbox"/>            | Travel 50% - 74%   | <input type="checkbox"/>            | Travel > 75%   |

**Notes:** (please provide additional information not included above)

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JOB DESCRIPTION ACKNOWLEDGMENT

I have read this position description and fully understand the requirements set forth therein. I hereby accept this position and agree to perform the identified essential functions in a safe manner and in accordance with the university's established policies and procedural guidelines. I understand that as a result of my employment, I may be exposed to hazards that are associated with the position; the division manager/leader should provide me instructions on how to prevent and control such exposures.

I understand that my employment is at-will. This means that an employee has the right to terminate employment at any time, with or without cause, and the organization has a similar right. This document does not create any implied or expressed contractual obligation on the part of the organization. No manager or representative of this organization other than the President or his/her designee has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

Employee Name (print clearly)

Hire Date

Employee Signature

Signature Date

HR Information Only: (completed by Human Resources)
JOB TITLE: JOB STATUS: Regular JOB CODE: NA if no code
PAY GRADE: JOB FAMILY: CAREER FRAMEWORK:
FLSA STATUS: EXEMPT NON-EXEMPT POSITION OF TRUST\*: YES NO
PRE-EMPLOYMENT REQUIREMENTS: BACKGROUND CHECK CREDIT CHECK\*\* EDUCATION VERIFICATION
DRUG SCREENING MVR REPORT\*\*\*
Additional Job Statuses:
JOB STATUS: JOB CODE: FLSA STATUS: EXEMPT NON-EXEMPT
JOB STATUS: JOB CODE: FLSA STATUS: EXEMPT NON-EXEMPT
\*Check for positions that handle cash, credit/debit cards, PCards, universal access keys/badges, minors, and/or sensitive/protected information
\*\*Check for positions that handle cash, credit/debit cards and/or PCard
\*\*\*Not required for driving between campuses only
Additional information for the Job Family & Career Framework can be found on the Compensation website: https://compensation.kennesaw.edu

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