**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**](https://online.flippingbook.com/view/869469/)**).**

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*](https://hr.kennesaw.edu/hrteams.php)*)* |
| [ ]  | ***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*](https://hr.kennesaw.edu/hrteams.php)*)* |
| [ ]  | Consult with your Human Resources Business Partner ([HRBP](https://hr.kennesaw.edu/hrteams.php)), 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*](https://hr.kennesaw.edu/hrteams.php) *to complete the Limited Funding Staff Request form and process* |
| [ ]  | Forward completed packet and required attachments to the [HRBP](https://hr.kennesaw.edu/hrteams.php) |
| Once the HRBP validates the packet has all required information, it will be submitted as a request to compensation through the [HR ServiceNow Module](https://kennesaw.service-now.com/hr?id=sc_cat_item&sys_id=5beeb306dbb39c10f5316a5b8a9619ed&sysparm_category=93db854adbfc2090037ea2ad139619db). 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. |

**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

|  |  |  |
| --- | --- | --- |
| **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**.**

|  |  |  |
| --- | --- | --- |
| **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?

|  |  |  |
| --- | --- | --- |
| **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)***

**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

|  |
| --- |
| **Position Requirements** |
| **Job Title:** |  |

**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 | [ ]  | [ ]  | [ ]  |
| Sitting | [ ]  | [ ]  | [ ]  |
| Standing | [ ]  | [ ]  | [ ]  |
| Climbing | [ ]  | [ ]  | [ ]  |
| Crouching | [ ]  | [ ]  | [ ]  |
| Kneeling | [ ]  | [ ]  | [ ]  |
| Bending | [ ]  | [ ]  | [ ]  |
| Stooping | [ ]  | [ ]  | [ ]  |
| Crawling | [ ]  | [ ]  | [ ]  |
| Lifting (select the highest level required) |
|  Up to 10 lbs. | [ ]  | [ ]  | [ ]  |
|  Up to 25 lbs. | [ ]  | [ ]  | [ ]  |
|  Up to 50 lbs. | [ ]  | [ ]  | [ ]  |
|  50+ lbs. | [ ]  | [ ]  | [ ]  |
| Pushing/Pulling (select the highest level required) |
|  Up to 10 lbs. | [ ]  | [ ]  | [ ]  |
|  Up to 25 lbs. | [ ]  | [ ]  | [ ]  |
|  Up to 50 lbs. | [ ]  | [ ]  | [ ]  |
|  50+ lbs. | [ ]  | [ ]  | [ ]  |
| Carrying (select the highest level required) |
|  Up to 10 lbs. | [ ]  | [ ]  | [ ]  |
|  Up to 25 lbs. | [ ]  | [ ]  | [ ]  |
|  Up to 50 lbs. | [ ]  | [ ]  | [ ]  |
|  50+ lbs. | [ ]  | [ ]  | [ ]  |
| Grasping | [ ]  | [ ]  | [ ]  |
| Fine manipulation | [ ]  | [ ]  | [ ]  |
| Repetitive motion(e.g., hands, fingers) | [ ]  | [ ]  | [ ]  |
| Reaching, above shoulder height | [ ]  | [ ]  | [ ]  |
| Reaching, shoulder height and below | [ ]  | [ ]  | [ ]  |
| Feeling | [ ]  | [ ]  | [ ]  |
| Smelling | [ ]  | [ ]  | [ ]  |
| Talking | [ ]  | [ ]  | [ ]  |

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

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

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

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

**Position Context Requirements:** *(check the box for the appropriate requirement)*

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

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

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| --- |
| ***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* [ ]  *DRUG SCREENING*  | [ ]  *CREDIT CHECK\*\** [ ]  *MVR REPORT\*\*\** | [ ]  *EDUCATION VERIFICATION*  |
| ***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*](https://compensation.kennesaw.edu) |