When Do I use this tool? *

1. When a department wants to change the title or grade of a **vacant** position:
   Example: A Financial Analyst I just took another job. Based on the work-load and re-distribution of duties, I really need a Financial Administrator in this role.

- OR -

2. When a department wants to add a new position to headcount that has already been defined.
   Example: My department has three Lab Technicians. The department has determined that it needs to add another Lab Technician to handle the additional workload.

So, I fit one of the scenarios above. Now what?

1. Select *TYPE of REQUEST* and complete appropriate fields below. Required documents include:

   a. Core Job Description for the position as found at http://jobdescriptions.gatech.edu
   b. Unit Organizational Chart reflecting reporting structure of requested position

2. Obtain departmental approvals as required by the unit (see approval information below.)

3. HR Rep/Contact should forward the completed tool to: ohr.compl@ohr.gatech.edu

4. Compensation will review the information and generally provide a response within five (5) business days.

What if I am modifying the duties of a person, *or* I believe there is not another job like this at GT?

Your department will need to submit a position evaluation request. You can find this tool, here: Job Evaluation Tool

Your HR Rep/Contact is an excellent source to help determine your situation.

REQUEST TYPE

Adding a position to the department:

☐ ADDITIONAL Position (position number should be obtained upon approval)

Position No: Proposed Job Title / Grade:

_____   _____

Modifying a vacant position:

☐ Modifying a VACANT Position

Position No: Current Job Title / Grade: Position No: Proposed Job Title / Grade:

_____   _____   _____   _____

When was the position was vacated, name of last incumbent and reason for vacancy

Reason for Vacancy: ☐ Voluntary Resignation ☐ Retirement ☐ Job Elimination (ReOrg) ☐ OTHER: _____

Date of Last Occupancy: _____   Name of Last Incumbent: _____

ADDITIONAL COMMENTS:

Approvals:

Job Level Being Evaluated:	Approval Needed:
Anticipated Salary of less than $75,000	Manager requesting the evaluation, HR Representative, and at least the next manager above
Anticipated salary of $75,000 or greater	Requesting manager, HR Representative, and the Vice Provost, Vice President, Dean, or higher

The enclosed job description for the PROPOSED JOB TITLE reflects the core function(s) of the requested position. The nature of this position aligns with the work and goals of our unit/department. The provided job description reflects the core functions used for advertising and hiring decisions. We understand that it is our responsibility to identify the job duties of the requested position and appropriately align them with an existing GT HR job description.

Requestor's Name   Department Name

Departmental Approver	Date

Approvals include e-mail text from senior leaders, and/or the approved Position Request Form.