



# JOB EVALUATION REQUEST

*Incomplete Information May Result in a Delay in Completing This Request*

## Budget

New Job

Existing Job

Budget Confirmed (*with Finance Partner and Budget/Project Owner*)

Yes

No

## Requested Classification

Management and Professional Staff (MaPS)

Career Band

Level

Support Staff (AUPE)

Job Family

Phase

## Funding Source

UCALG (Operating)

UCALT (Project)

## Position Information

Faculty/Unit

Department

Proposed Job Title

Name of Reports-to Manager

JPD Number (*if applicable*)

Name of Previous Incumbent (*if applicable*)

## Requester Information

Name

**NOTE:** Please ensure you have provided an updated job profile

## Resources

*Writing Job Profiles*

[Guidelines for Writing Job Profiles](#)

[Job Profile Language Guide](#)

*MaPS*

[Classification Grid](#)

[Job Title Standards](#)

[Salary Management Guidelines](#)

*Support Staff*

[Job Placement Manual](#)