



Northeastern University

Human Resources Management



JOB EVALUATION COVER MEMO

Date: _____
To: _____
From: _____

Re: Job Evaluation Request for
Position Title:
Department:

This memo provides the reason and context for the referenced job evaluation request, as well as describing the differences between the new job content and the old. An updated job description is attached.

1. Reason for the evaluation request

New job, to be posted
Changes to existing job, described in section 2 below
Reason for request (e.g. department restructuring/reorganizing, new programs/services being offered): _____

2. Description of changes (complete only sections that apply)

New responsibilities have been added to a job, or existing responsibilities have been removed. Brief description of how they vary from the current job, differences in complexity, decision-making, etc: _____

New/different skill or competency requirements. Description of types or levels required: _____

Other changes/additional information: _____

3. Other positions at the University that may have similar responsibilities or requirements as this position, or other positions to which this position should be compared (include as much of the following information that is known: position title, grade, job code, department) _____ _____ _____

4. Expected outcomes for this evaluation: _____ _____ _____ _____