

**POSITION DESCRIPTION CHECKLIST**

<b>Date Documentation Received:</b> _____	<b>YES</b>	<b>NO</b>
<b>HEW 8 &amp; 9</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HEW 1 – 7 (Internal – Organise external evaluator)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Incumbent?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Up to Date Position Description Attached?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Completed Classification Proposal Form Attached?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signatures on both the PD and the Proposal?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current Organisation Chart Attached?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Old PD Attached (if Reclassification sought)?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other:</b> _____ _____	<input type="checkbox"/>	<input type="checkbox"/>

**Evaluators:**

**Date Documentation Forwarded to Evaluators:** \_\_\_\_\_

**Date Evaluators Convened:**

\_\_\_\_\_

**Comments/Actions:**

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