



# Position Description Checklist

| Date: _____  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| HEW 8 & 9  | <input type="checkbox"/> | <input type="checkbox"/> |
| HEW 1 - 7 (Human Resources Division organise external evaluator)     | <input type="checkbox"/> | <input type="checkbox"/> |
| Incumbent?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Position Description?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Proposal Form?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Signatures on both PD and Proposal?                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Current Organisation Chart?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Old PD (if reclassification)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| If reclassification, is there a similar position in same department? | <input type="checkbox"/> | <input type="checkbox"/> |
| If reclassification, check SAP for occupants current pay?            | <input type="checkbox"/> | <input type="checkbox"/> |

Other: \_\_\_\_\_  
 \_\_\_\_\_

Evaluators: \_\_\_\_\_  
 Date Evaluators Convened: \_\_\_\_\_

Comments/Actions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_