

HR OPERATIONS EVALUATION WORKING SHEET

Position Title: <Position title>

 Current Classification Level: <Current HEW level>

 Proposed Classification Level: <Proposed HEW level>

Faculty/Department: <Faculty/ Department>

Name of evaluator(s): <Names of evaluators>

Date Received: <Date completed documentation received>

 Date Evaluated: <Date completed evaluation>

 Other Comments: Please return by COB <Due date>

Position Classification Descriptors	Comments/Justification/Questions	Grade
Training Level or Qualifications <i>must accord with the requirements of the HEW level proposed.</i>		
Organisational Knowledge		
Judgement, Independence, Problem Solving		

Task Level		
Level of Supervision		
Typical Activity		
Occupational Equivalent		

Other Comments/Actions/Recommendations:

CLASSIFICATION OUTCOME