



PD Evaluation Cover Sheet

INTERNAL USE ONLY

DATE RECEIVED:

PD REF NUMBER:

CURRENT OCCUPANT:

CURRENT SALARY:

TIME FRACTION:

TITLE OF POSITION:

DEPARTMENT:

FACULTY/DIVISION:

<p>EXISTING LEVEL: LEVEL SOUGHT: NEW LEVEL:</p>

The current position description (if relevant or available) is attached:	YES/NO
A completed Classification Proposal Form is attached	YES/NO
A new/proposed position description is attached:	YES/NO
A current organisation chart clearly showing the relevant role, reporting relationships and staffing responsibilities is attached:	YES/NO

COMMENTS/FURTHER ACTION:

CLASSIFICATION COMMITTEE:

- | | | |
|----|----|----|
| 1. | 2. | 3. |
|----|----|----|

MEMO SENT DATE:

MEMO SENT TO:

CC: