



# INTERCOLLEGIATE ATHLETICS

## Human Resources

### **Staff Job Review Process**

#### **How to Request a Job Review**

1. Employee updates their Job Responsibilities worksheet and submits to their supervisor along with their current Job Responsibilities worksheet and a signed Job Review form.
2. Supervisor should review the information submitted by the employee in the updated Job Responsibilities Worksheet (JRW) to ensure accuracy and completeness and signing their portion of the Request for Job Review form and the Job Responsibilities Worksheet (JRW).
3. Once all approvals have been obtained, the Supervisor should submit the packet along with an Organization Chart for the department to the ICA email address (hr@athletics.psu.edu).
4. Once received the HR Rep will review the Job Responsibilities worksheets to make a preliminary recommendation.
  - a. If changes in the position warrant an upgrade of one level within the same job profile (assuming no change in exemption), HR will proceed with finalizing the review.
5. Once the final determination is made either by ICA Human Resources or by Central Compensation we will notify the supervisor and if applicable the Finance Department of the outcome in writing and initiate the appropriate actions.