Southern Cross University

HR Services

Classification review request

Refer to the classification procedures before completing this request for review.

Process:

When completed, this form is to be forwarded to the appropriate HR Consultant, with the following supporting documentation:

- *A current organisational chart clearly identifying the position and its current classification; and*
- *A copy of the occupant's last performance review plan, if the position is occupied.*

Position title: .....

Current classification level: ..... Date last classified: .....

Work unit: .....

Name of current occupant: .....

What has changed in the position's duties and responsibilities and why?

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RECOMMENDATION/APPROVAL

☐ Recommended ☐ Not recommended

Comments

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Head of Work Unit's name *signature* *date*

☐ Approved ☐ Not approved

Comments

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Executive Member name *signature* *date*