

All Position Evaluation Requests (PER) are completed on [MySlice](#) using the Position Evaluation Request tile. This template will list the information needed to complete the PER.

Job postings are developed from the PER, therefore, make certain to be as descriptive and detailed as possible to assist the Talent Management team in sourcing the best candidates for the position.

Sample [Job Description Statements](#) and [Action Verbs](#) guides are available to help identify and describe the major responsibilities of a position. Reviewing the [Job Classification Model](#) will illustrate the basic job requirements for each category.

Please consult your [Sr. HR Business Partner](#) or the [Compensation Team](#) with any questions.

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1. Effective Date
2. Position Number (PIN) if vacant or soon to be vacant. Move to next item if NEW position.
3. Inactivate Existing Position – Is there a current PIN that should be in activated as a result of this transaction? If so, enter 8-digit pin number
4. Position Title
5. Reports to PIN
6. Dotted-Line Reporting?
7. Department Number
8. Position Summary (This will be the leading summary of the job posting in [SUJobOpps](#).)
9. Position Justification - *Describe the organizational and financial review processes you undertook prior to submitting this request. Include discussions with your HR Business Partner, review of existing organization chart and workload, assessment of impact on overall workflow, possibilities of shifting work to alternate positions where there is capacity, and repurposing other vacant roles. Include any key performance indicators (metrics, trends or other data) you have considered that support why the requested position is critically necessary.*
10. Department Compensation Analysis/Review
  - Department Available
  - Minimum
  - Incumbent
  - Expected
11. Funding Source and Financial Implications<sup>i</sup>
  - Is this position supported by sponsored funding?
  - Financial Implications
12. *Step 1 complete. Retrieve transaction from PER tile to complete Step 2.*
13. Work Location and Schedule
  - How many hours scheduled per week?
  - Is this position located in Syracuse, NY?
  - What portion of the year is this position working?

14. Position Description

- Is the current position a good match?
- **Responsibilities:** Identify 5-7 major position responsibilities and percentage of effort on each. Percentages must equal 100. This text will appear in the job posting.

15. Qualifications (Education and Experience)

16. Specific Qualifications (Skills and Knowledge)

17. Problem Solving, select one:

- **Clearly Defined by Policy** - Problems have set solutions clearly defined by policy, guidelines, and/or supervisor feedback.
- **Generally Operational** - Problems are generally operational, requiring interpretation of information gathered through research and review of set policies, guidelines, precedence, and supervisor feedback.
- **Research/Fact Gathering** - Problems require research and gathering of facts from various sources; solutions require specialized knowledge and the ability to conceptualize varied solutions within a given framework.
- **Conceptual/Abstract** - Problems require conceptual and abstract analysis and are more strategic than operational; solutions may require unconventional and multiple approaches.

18. Management Oversight and Direction, select one:

- **Specific Instructions** - Receives clear and specific instructions and/or follows standardized instructions or procedures for most tasks with or without ongoing supervision. Work is checked for accuracy, adequacy and adherence to instructions. Employee consults with supervisor on matters not covered in initial instructions or by set guidelines.
- **Moderate/Limited** - Receives moderate to limited supervision working from objectives set by supervisor. Employee organizes and carries out most assignments in accordance with standard practices, instructions or previous training. Employee handles some unusual situations independently.
- **General Direction** - Receives general direction working from established policies and objectives. Employee plans and carries out assignments and resolves most conflicts that arise. Completed work is checked only to determine feasibility and compatibility with other work, or effectiveness in meeting objectives of the unit.
- **Broad Guidance** - Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Employee has responsibility for planning, designing and implementing programs/ projects; studies and sets goals for a department, function, or college. Approval from senior leaders may be necessary with regards to financial impact, but details are seldom discussed with the supervisor.

19. Does this position require travel 10% or more of the time?

20. What chartstring(s) will this position be paid on?

Fund/Department/Program/Account/MyCode/Project/Activity/Budget/Percent of Distribution

21. Provide any other comments that would be helpful in evaluating this request. <sup>ii</sup>

22. Is the person this position reports to the same as the hiring manager?

23. If No, what is the hiring manager's position number (PIN) and name?

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<sup>i</sup> Position funding must be identified prior to submitting the form for approvals. To avoid any delay, it is recommended to have funding assigned in the financial management system prior to a regular staff PER being submitted.

<sup>ii</sup> If a strong candidate has been identified, please note in the comments section.