Department of Human Resources
REQUEST FOR JOB EVALUATION RATING INFORMATION

An employee requesting information on the job evaluation ratings and point total assigned to his/her position is required to complete this form.

EMPLOYEE NAME: _____________________________________________

DEPARTMENT: _______________________________________________

TELEPHONE #: _______________________________________________

CURRENT CLASSIFICATION: ___________________________________

Did you complete a Job Fact Sheet for the above noted position? Yes ____ No _____

Please indicate the information you are requesting:

Ratings assigned to the Benchmark for my classification Yes ____ No _____
Ratings and point total assigned to my current position Yes ____ No _____
Benchmark Ratings assigned to next higher or related classification Yes ____ No _____

If a Job Fact Sheet has not been completed for your current position, the Department of Human Resources will forward the Benchmark ratings for the classification, where available.

____________________________________  __________________________
SIGNATURE                           DATE

Forward this completed form to:

Manager, Recruitment and Compensation
Department of Human Resources
Arts and Administration Building, Room A4040

Access to Information and Protection of Privacy
The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 c M-7). The information will be used for job evaluation and employment-related purposes as they pertain to employment with Memorial University of Newfoundland. If you have any questions about the collection of this information, contact the Department of Human Resources, Arts and Administration Building, Memorial University of Newfoundland, 709-737-7403.