

**University of Dallas
Job Evaluation Form**

Job Title:	Submitted by:
Department:	
(Check One) New Position <input type="checkbox"/> Reevaluate Vacant Position <input type="checkbox"/> Reevaluate Occupied Position <input type="checkbox"/>	

Summary – Describe the primary purpose of this job.	
Duties & Responsibilities (Must add up to 100%)	% of Time
Education and/or Experience – List the minimum level of education and/or experience required to perform the duties and responsibilities of this job.	
Analytical Ability/Problem Solving/Technical Skills – List minimum level of skills (i.e., computer/software proficiency, level of analytical complexity, problem solving scope, etc.).	
Level of Supervision Needed – List the type and extent of supervision received by this job (i.e., accountability, project management, etc.)	
Autonomy and Supervisory/Lead Responsibility – List the level of responsibility this position has relating to budget/revenue generation (\$ amount), decision making, signing authority, roles reporting to this position etc.	
Reports To (Manager/Supervisor’s Name and Title)	

Evaluation Results: (For Human Resources Use Only)

Position Title:		Position Number	
Pay Grade:	Salary Range:	FLSA Status:	
		Date:	