

**University of Dallas**  
**Job Evaluation Form**

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

<b>Summary – Describe the primary purpose of this job.</b>	
<b>Duties &amp; Responsibilities (Must add up to 100%)</b>	<b>% of Time</b>
<b>Education and/or Experience – List the minimum level of education and/or experience required to perform the duties and responsibilities of this job.</b>	
<b>Analytical Ability/Problem Solving/Technical Skills – List minimum level of skills (i.e., computer/software proficiency, level of analytical complexity, problem solving scope, etc.).</b>	
<b>Level of Supervision Needed – List the type and extent of supervision received by this job (i.e., accountability, project management, etc. )</b>	
<b>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.</b>	
<b>Reports To (Manager/Supervisor's Name and Title)</b>	

**Evaluation Results: (For Human Resources Use Only)**

<b>Position Title:</b>		<b>Position Number</b>	
<b>Pay Grade:</b>	<b>Salary Range:</b>	<b>FLSA Status:</b>	
		<b>Date:</b>	