



Human Resources
 Building 2455, Suite 221
 3640 Colonel Glenn Hwy.
 Dayton, OH 45435-0001
 Tel: (937) 775-2120 Fax: (937) 775-3040

HR Date Reviewed:
HR Assigned Classification:

Classified Job Audit/Review Form

Employee Name:		Phone Number:	
Current Classification:			
Department:			
Immediate Supervisor:			
Supervisor's Title:			
Supervisor's Phone Number			

General Instructions: This form should be completed by employee and/or supervisor for jobs that report to him/her. Once completed, both employee and supervisor must sign, date and forward to Human Resources.

I. Job Purpose

Please provide one or two sentences that describe the overall purpose of this job. The job purpose describes why the job exists. Statements should generally begin with "To" and "By".

Job Purpose:

II. Essential Job Functions

The essential job functions are the duties and responsibilities of the job that involve the fundamental nature of the job, occupy a large proportion of the employee's time or require specialized expertise. Other duties not listed as essential functions may be assigned.

A sample essential function for an Office Assistant I would be "Communicates with callers and visitors providing information about the department." Note that to perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

What major activities and roles is the position responsible for? Please describe essential position functions in the space provided below. When possible, describe job functions based on natural groupings of work activities, and label these groups as essential job functions.) Please limit the number of job functions to 3-4 areas and provide the percentage of time spent on each function. (The percentages should add up to 100%.)



1 Percent of time spent in the function: _____ %	Essential function:
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2 Percent of time spent in the function: _____ %	Essential function:
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3 Percent of time spent in the function: _____ %	Essential function:
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4	Percent of time spent in the function: _____ %	Essential function:
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III. Lead Worker – Supervisory Responsibility

<input type="checkbox"/>	This position gives guidance/work direction to student employees.
<input type="checkbox"/>	This position supervises student employees including hiring, terminating and conducting performance appraisals.
<input type="checkbox"/>	This position gives guidance/ work direction to other employees, but does not hire, terminate or complete performance appraisals.
<input type="checkbox"/>	This position supervises other classified employees including hiring and terminating and conducting performance appraisals.
<input type="checkbox"/>	This position does none of the above.

IV. Education and Experience

The education and experience requirements will be determined by HR based on the job classification specification.

Indicate below any position specific education or experience.

Please place a check mark in the appropriate boxes and fill in the blanks below.

A. Is there a level of formal academic education specific to this position?			
<input type="checkbox"/>	High School Diploma or equiv. (GED)	<input type="checkbox"/>	Four-year College Degree
<input type="checkbox"/>	Some College	<input type="checkbox"/>	Field -
<input type="checkbox"/>	Two-year College/Technical Degree Field -	<input type="checkbox"/>	Master's Degree Field -



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B. Are there a number of years of previous *related* experience specific to this position?

<input type="checkbox"/>	Less than six months	<input type="checkbox"/>	More than 3 years, up to 5 years
<input type="checkbox"/>	Six months to one (1) year	<input type="checkbox"/>	More than 5 years, up to 10 years
<input type="checkbox"/>	More than 1 year, up to 3 years	<input type="checkbox"/>	More than 10 years

Please describe the type and level experience:

C. Please list all special certifications or licenses required for this position:

D. Please list any specific previous training or skills (e.g. computer software training) that can increase competency (knowledge, skills and abilities) in performing this job.

V. Competencies – Required Behaviors for Successful Job Performance (For Job Audit Purposes Only – To Be Completed by the Employee Requesting the Audit)

Job performance is dependent on what results get accomplished and how they are accomplished. How job results get accomplished is referred to as job competencies.

Required Competencies. Please provide a description of the required types of behavioral competencies for this position across the following areas.

Accountability - Accepts responsibility for own actions and decisions and demonstrates commitment to accomplish work in a thorough, accurate, and efficient manner	Impact on Job Performance (describe how the competency impacts the work required for this position)
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<p>Adaptability - Adjusts planned work by gathering relevant information and applying critical thinking in a changing environment. Takes initiative and seeks new, innovative ways to fulfill work requirements</p>	<p>Impact on Job Performance (describe how the competency impacts the work required for this position)</p>
Empty space for response	

<p>Communication - Effectively conveys information and expresses thoughts and facts. Demonstrates effective use of listening skills and displays respect for ideas of others through appropriate responses and interactions</p>	<p>Impact on Job Performance (describe how the competency impacts the work required for this position)</p>
Empty space for response	

<p>Customer/Quality Focus - Monitors and resolves needs of WSU customers (faculty, staff, students, etc) Demonstrates a personal commitment to continually providing the highest quality service to all internal and external WSU customers</p>	<p>Impact on Job Performance (describe how the competency impacts the work required for this position)</p>
Empty space for response	



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<p>Team Focus -Works cooperatively and effectively with others to achieve goals. Participates in building a WSU identity characterized by pride, trust, and commitment. Demonstrates commitment by maintaining a reliable, consistent presence</p>	<p>Impact on Job Performance (describe how the competency impacts the work required for this position)</p>

<i>Employee's Signature</i>	<i>Printed Name</i>	<i>Title</i>	<i>Date</i>
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TO BE COMPLETED BY THE SUPERVISOR:
<p>Please carefully review the information above. The statements made by the employee are not to be altered. In the space below please list any additional information, comments and/or exceptions to the information above you feel should be considered in the evaluation of this position. Upon completion of your comments, please sign the form below and return it to the employee for submission to Human Resources.</p>

<i>Supervisor's Signature</i>	<i>Printed Name</i>	<i>Title</i>	<i>Date</i>
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