Position Profile Review Checklist for Supervisors/Managers

1. **VERY IMPORTANT** – As you enter the tool to begin your review/approval, you must make sure to check the box “Direct Report” in the first question.

2. **Saving Changes** – Unlike the original input process, changes are **not** automatically saved. Instead your changes are saved as you move to the next screen, selecting (>>).

3. **Demographic Section** – ensure data is correct, with special attention given to the Current Working Title. Also, remember the Current Position Classification was provided to your employee in their email and should not be changed.

4. **Position Purpose and Position Duties** – key section.
   a. Ensure you fully agree with what is presented, not under- or over- estimated.
   b. Are the percentages appropriate for the stated duties?
   c. Are the more important duties listed first?
   d. If “Other position duties as assigned” is utilized, is the percentage 10% or less?
   e. Does the total of the Positon Duties percentages equal 100%? Please calculate.

5. **Education, Work Experience and Skills** – ensure that these items reflect the minimum requirements for the position and **NOT** what the incumbent brings to the position. Think about, what you would enter if posting a new position.

6. **Autonomy** – the levels go from least independent (i.e. closely monitored) to most independent (i.e. overall responsibility for own work and work of others). How does the selection for this employee fit within your organization? Think about where other employees such as yourself would fit so that once the entire organization is stacked; it makes sense.

7. **Impact** – the levels go from lowest/minimum impact (i.e. impacts own department) to greatest/maximum impact (i.e. impacts entire University). Similar to Autonomy, think about how this selection fits within your entire organization.

8. **Budget Responsibility and Signature Authority** – if selected,
   a. Do you agree with all the budget involvement levels selected? For instance, if planning is selected, it means this role is responsible for the planning process and not just has input into the planning process.
   b. Are the budget estimates entered correctly?
   c. Do you agree with the Signature Authority responses and the dollar amounts?
9. **Supervising Work of Others and Direct Report Supervisor** – if selected,
   a. Do you agree with each attribute checked? Please note, we are again looking for the individual with the ultimate responsibility. Someone might be engaged in the hiring process, make a recommendation, but the final decision lies with the hiring manager.
   b. Please validate the number of direct reports.
   c. Please validate the total number of direct and indirect reports. This represents the total number of individuals reporting up through this employee. If by chance, a person reports to two individuals, they should be counted only under the manager with the ultimate responsibility for the person’s performance, time and attendance, etc.

10. **Safety Training** – this is an informational field for the employee and you to understand the training needs and requirements associated with this position. Please follow-up with your employee and/or Environmental Health and Safety to ensure completion with any identified training scheduled.

11. **Additional Information** – agree with any information provided?

12. **Approval Signature** – Last Step, you will need to enter your name and date of approval in the last question signifying your approval.

13. **Changes need to be communicated back your employee** – remember you can make any changes; however, we do ask that once completed, you communicate all changes back to your employee and provide them with a copy of the revised final position profile.

14. **Confirmation Email** – Once your review is complete, and you have submitted the Position Profile indicating your approval, you will receive a Confirmation email. This also triggers an email to Human Resources who will be reviewing all Position Profiles along with our Consultant, Sibson Consultant. Should we have any questions, we will be back in touch with you.

15. **Questions** – can be emailed to the HR team at this address:
   
   hr-position-profile@wright.edu