***To be completed by Department Director or HR Leader and attached to the Workday request***

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| HR Partner Contact:  |  | Original Requestor: |  |

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| **SECTION 1: General Information** |
| What existing job profile does this job most align to? | Job Code: |  | Job Profile Name: |  |
| What makes this new job different? |  |

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| **SECTION 2: Job Profile Title****List suggested Job Title as it should appear on the Job Description.** |
| Suggested Job Profile Title: |  |

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| **SECTION 3: Job Summary****Provide a high-level summary in 1-3 sentences of the overall purpose of the job.** |
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| **Section 4: Primary Responsibilities****List 4-10 duties/responsibilities in order of importance. Duties that take less than 10% of the incumbent’s time should not be listed as an essential function.** |
| PRIMARY RESPONSIBILITIES |

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| **SECTION 5: Minimum Qualifications****Licenses, certifications, and registrations must be a regulatory requirement. DO NOT list preferences.** |
|  | **Minimum Required** | **Specialty (Education Only)** | **Issuing Authority** |
| Education: |  |  |  |
| Licensure:  |  |  |
| Certification(s) / Registration(s): |  |  |

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| **SECTION 6: Experience**Indicate the minimum number years of experience required for the job and list any specific language, if needed. |
| # Years of Experience: | [ ]  0 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  7 [ ]  10 | Specific language (if needed): |
| # Years of Leadership Experience: |  [ ]  0 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 | Specific language (if needed): |

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| **SECTION 7: Reporting Relationships** |
| What job profile will this job report to? |  |
| How many direct reports will this job have?  | [ ]  0 [ ]  1-5 [ ]  6-7 [ ]  8+ |
| What are the Job Title(s) of Direct Reports? |  |
| What are the Job Title(s) of Peers? |  |