***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? |  |