***To be completed by Department Director or HR with 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 job profile are you requesting changes to? | Job Code: |  | Job Profile Name: |  |

|  |  |
| --- | --- |
| **SECTION 2: What are you requesting to change?**  **Please check all that apply and complete corresponding sections.** | |
| **Job Title:** | Complete Section 4 |
| **Job Summary:** | Complete Section 5 |
| **Primary Responsibilities:** | Complete Section 6 |
| **Minimum Qualifications (License/Education):** | Complete Section 7 |
| **Experience:** | Complete Section 8 |

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| **SECTION 3: Why is this change being requested?**  **Please explain in detail why this change is being requested.** |
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| **SECTION 4: Job Profile Title**  **Please insert requested Job Title as it should appear in the Job Description.** | |
| Suggested Revised Job Title: |  |

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| **SECTION 5: Job Summary**  **If changing the Job Summary, insert the corrected Job Summary using 1-3 sentences as it should appear in the Job Description.** |
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| **SECTION 6: Primary Responsibilities**  **If changing the Primary Responsibilities, insert the complete list (4-10 duties/responsibilities) in order of importance to the job – highlighting the change.**  **Duties that take less than 10% of the incumbent’s time should not be listed as an essential function.** |
| PRIMARY RESPONSIBILITIES |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 7: Minimum Qualifications**  **If changing the Minimum Qualifications, insert the requested changes.**  **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 8: Experience**  **If changing the 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): |