***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: |  |

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| **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 |

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| **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): |