

Appendix Q
COLLEGE OF MICRONESIA-FSM

**SUPERVISOR'S CHECKLIST
FOR RECLASSIFICATION REQUESTS**

Instructions: Please complete this checklist and forward it with the revised Job Description and a current organization chart. This information will help expedite the review process.

Department: _____

Employee Name: _____

Current Title: _____

Employee Category: Classified Professional Faculty-12
 Management _____

Supervisor's Name/Title: _____

Department Head's Name/Title: _____

1. This reclassification request is based upon changes in the position as a result of:

_____ A reorganization (describe)

_____ Transfer or redelegation of duties from another position(s). Summarize and attach a revised Job Description for the position(s) affected by the transfer or redelegation of duties.

_____ New duties not previously performed according to former job description (describe)

2. Significant changes in the job incorporate changes in one or more of the following areas:

- a) Supervisory responsibility
- b) Knowledge and skills required to perform the job
- c) Scope of assignments/responsibilities
- d) Complexity of problems or assignments
- e) Autonomy and decision-making

Please describe briefly any of the areas checked in #2 above.

3. If you want to recommend a specific classification for this position, include this information here:

4. Please ensure that the attached Job Description has been signed by the following:

- Employee
- Supervisor
- Department head
- Job Description attached

Completed by: _____ Date: _____

2. Significant changes in the job incorporate changes in one or more of the following areas:

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Please describe briefly any of the areas checked in #2 above.

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Completed by: _____ Date: _____