

****DOWNLOAD** before populating this form or you will lose your work!

This form is required for all new positions and vacancies for a job evaluation to be completed.

Please check one of the following boxes to confirm:

There are no changes to the Job Fact Sheet (JFS)/Job Information Summary (JIS) since it was last posted or evaluated (if you are unsure, contact jobeval@uoguelph.ca)

This is a new position **or** changes have been made to the Job Fact Sheet (JFS)/Job Information Summary (JIS) of an existing position (which are highlighted or marked with track)

Reason for Vacancy: Please check the appropriate box

Regular Full-time

Temporary Full-Time -24mo or greater

Temporary Full-Time -Less than 24mo

Continuing Limited Term/Hospitality LFT

Part-time

Position Title:

New HRMS Dept. #:

Department Name:

New HRMS Position #:

College/Directorate:

Old Department #:

Employee Group:

Old Position #:

(P&M/USW/OSSTF/CUPE/GTP/GTAT/Excluded)

Salary Band:

If this is a backfill for another position, please complete the below:

Covering position #:

Previous Incumbents Name:

Please submit this form with all other required documentation listed below to: jobeval@uoguelph.ca

JFS/JIS Attached?

Org Chart Attached?