

Position Evaluation Form (PEF) – New Position Request



Only complete this packet when there is a need for a new position (the position is not posted in the [Job Description Library](#)).

The department manager/leader completes the packet. The requesting manager is required to gain approval by the division/department leaderships (inclusive of the budget/business operations manager) prior to the submission of the packet to the Human Resources Business Partner (HRBP) for review and consultation with the Compensation Department. All items required for this request are included in this packet.

All Academic Units will be required to submit to the Office of Academic Strategy and Finance for review and approval before submission to your HRBP.

NEW POSITION REQUEST EVALUATION CHECKLIST: **REQUIRED******

- Consult with your Human Resources Business Partner ([HRBP](#)), prior to submission
- Complete the PEF and Job Description Template, include the Word version of the job description
- Obtain approvals.
- For managerial positions and/or positions that impact the overall span and/or scope of a department; attach a copy of the current **and** proposed organization chart indicating the new position alignment in the structure, utilizing current titles
- If available, provide a copy or web link of an industry specific salary survey or resources to assist with market reviews
- Forward completed packet and required attachments such as the drafted Job Description to the [HRBP](#)

Once the HRBP validates the packet has all required information, it will be submitted as a request to compensation through the [HR ServiceNow Module](#). As needed, provide a copy of the employee's most current application and/or resume.

Once entered into the HR ServiceNow system, please allow up to seven (7) business days for review, recommendation and/or completion communication through the system.



KENNESAW STATE UNIVERSITY

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(Please complete all fields)

Completed By: Proposed Title:

Division/Department: Salary Expectation:

Funding Type/Sources to be used for this request (Please select all that apply and enter amounts)

Current Position Salary Budget: \$ (enter total budgeted amount)

Allocated Budget amount and source for increase: (Enter all that are applicable and the amounts from each source)

Table with 4 columns: Source(s), Amount, Allocation %, Funding Code. Rows include Position Salary budget, Vacant position salary budget, Foundation funding, Grant/limited term funding, and Operations Budget.

If using funding from a vacant position line, will you initiate recruitment for the vacant position during the current Fiscal Year? Yes No If yes, will you have sufficient funding for recruitment? Yes No

If using Operations Budget, will the permanent transfer of funds impact the department's ability to meet operational needs? Yes No If yes, explain:

Please select one:

- Regular Full-time or Part-time (regular schedule, for PT 20 hours or more per week)
Part-time (Non-benefited; 19 hours or less per week)
Temporary (works for specified time frame of usually less than six months)
Occasional (works on occasion throughout the calendar year)

Request justification or reason? **REQUIRED

Information should include the reason for the request (internal restructure, new program, etc.), other alternatives or organizational strategies that have been considered and any additional information about the position or employee(s) that may be relevant for the review.



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Is there a possible impact on current staff members?

If yes, please provide the information below.

Table with 3 columns: Official Name, Employee ID #, Current Title

Job Comparisons:

Internal Comparison: (completed by the requestor) **IF APPLICABLE**

Based on what you know about other positions within the University, identify positions that closely match this position.

When identifying these matches, consider items like skills required and scope of responsibility.

Table with 3 columns: List Internal Job Title(s), Department, KSU Pay Grade

External: (completed by the requestor) **REQUIRED**

Please indicate if there are any external positions in other USG or higher education institutions, or industries that may be a match to this position?

Table with 3 columns: List External Job Title(s), Where is the position found? (i.e., company, industry), Notes/Comments/Contacts

Review and Approvals: ***Approvals must be in the form of a wet signature or through DocuSign

Approval lines for Hiring Manager, Next Level Manager, Dean/AVP (Academic Units), and Cabinet/VP: (*Academic Units) with Date fields.

*Academic Units, once the Dean/AVP reviews and signs, the completed form must be submitted to Margarita Almeda, Director of Academic Operations. The AVP will collect all submissions and will review with the Provost. If approved, please submit the signed form to your HR Business Partner.