

REQUEST FOR PEROMNES EVALUATION

Please complete this form on your screen, print, sign and submit together with a copy of the amended profile to Vashashnee Ranglall, Remuneration Consultant, Room 205, on Second Floor, Administration Building, Westville Campus. All changes to the profile must be highlighted.

New Post:		Existing Post:	
Current Post Title:			
Name of Incumbent (If Applicable):			
Staff Number:		Post Number:	
Faculty/ Division:			
School/ Department/ Section:			
Campus:			
Current Post Grade:		Date of Last Evaluation:	
Name of Line Manager:			
Telephone No. of Line Manager:			
E-Mail of Line Manager:			

JUSTIFICATION OF REQUEST (EXISTING EVALUATED POSTS)

(PROVIDE FULL DETAILS REGARDING THE CHANGE TO THE JOB PROFILE AND THE REASONS WHY YOU BELIEVE THIS WARRANTS AN EVALUATION)

I CERTIFY THAT THE ABOVE REFLECTS A TRUE AND ACCURATE STATEMENT OF THE CHANGES TO THE JOB PROFILE.

Date:	Line Manager	Signature
Date:	Incumbent	Signature
Date:	Dean/Divisional Director	Signature