

# Job Classification

## Supervisor Frequently Asked Questions

### 1. How do I classify a position?

A *Job Description Form* is completed by a department to create a new position (initial classification) or to reclassify an existing position (reclassification). The *Job Description Form* is then submitted, through proper approval channels, to your Human Resources office.

### 2. Where do I find the Job Description Form?

The *Job Description Form* is located on the Human Resources website under "Forms". Instructions on how to complete the form are located on the first page of the form.

### 3. What if I don't know what the job title should be?