

Human Resources

Request for External Reclassification Assessment (General Staff)

Forms and Guidelines for Reclassification are available at <http://hr.curtin.edu.au/forms.cfm>

This form should only be completed in cases where a staff member remains dissatisfied with the outcome of their reclassification assessment following an internal review of their reclassification determination.

Requests for External Position Reclassification Assessment should be submitted to the relevant Recruitment Advisor in Human Resources and must be received by Human Resources **within 4 weeks** of receipt of the internal review outcome advice.

POSITION DETAILS	
Position Title:	Position Number:
School/Dept:	Faculty/Area:
Classification level sought (HEW Level):	
DATE OF APPLICATION/REVIEW REQUEST AND NOTIFICATION OF OUTCOME	
Date of initial Request for Reclassification:	
Date notified of reclassification request outcome:	
Reclassification determination (HEW Level):	
Date of Request for Review of Reclassification Determination:	
Date notified of Review outcome:	
Review determination (HEW Level):	
RATIONALE FOR EXTERNAL ASSESSMENT	
<p>Please outline why you believe an external assessment of the position reclassification is necessary. Specify how the initial reclassification assessment and subsequent internal review have not taken all relevant information in your submissions into consideration or any inaccuracies in the rationale provided to you.</p> <p>(Please ensure that the rationale provided is in relation to the requirements of the position and not the skills and abilities which you, the occupant, additionally bring to the role.)</p>	

OCCUPANT DETAILS

I certify that the information provided in this form is an accurate reflection of the position which I occupy:

Staff member Name: _____ staff ID: _____

Signature: _____ Date: _____
(occupant of position)

HUMAN RESOURCES USE ONLY

Rationale in this request provides justification for review: YES NO

Review Recommended/Not Recommended:

Director, Human Resources (or nominee) _____ Date: _____
(Signature)