

KANSAS STATE UNIVERSITY
ANNUAL REVIEW OF CLASSIFIED POSITION DESCRIPTIONS

POSITION NUMBER: _____

DEPARTMENT: _____

JOB TITLE: _____

Current position descriptions are an essential part of employee success, departmental recruitment, and other personnel actions. Annual review is necessary to ensure duties are current. This form may also be used for new hires as an indication that the responsibilities are understood and are current. Please indicate below the status of your position.

_____ The current position description accurately reflects the responsibilities of the position.

_____ The current position description does not accurately reflect the responsibilities of the position. Note: If this option is chosen, the Position Description form (DA 281-2 Special 1/99) must be submitted to the Division of Human Resources.

_____ Position vacant and will not be filled for some time or will be reused for other departmental needs.

EMPLOYEE'S NAME (print or type) EMPLOYEE'S SIGNATURE DATE

SUPERVISOR'S NAME (print or type) SUPERVISOR'S SIGNATURE DATE

DEPARTMENT HEAD/DEAN'S NAME (print or type) DEPARTMENT HEAD/DEAN'S SIGNATURE DATE

Return to:
Kansas State University
Division of Human Resources
Position Administration
103 Edwards Hall
Manhattan, KS 66506-4801

Questions may be addressed to the Position Administration unit at 532-1866.