

**REQUEST FOR DESK AUDIT**

**SUBMIT THIS FORM AND A COPY OF THE REVISED POSITION DESCRIPTION TO THE OFFICE OF HUMAN RESOURCES, VILAS HALL.**

Any supervisor of an hourly clerical position at St. Lawrence University may request a desk audit when that person believes that the job responsibilities of a position have SIGNIFICANTLY CHANGED such that a change in the level of the position should be considered.

This request must be signed by the department head and the appropriate Vice President / Dean.

Position title: \_\_\_\_\_

Department: \_\_\_\_\_

**Audit Requested By:**

(Name) \_\_\_\_\_ (Date) \_\_\_\_\_

(Title) \_\_\_\_\_



Reviewed by Department Head: \_\_\_\_\_ (Date) \_\_\_\_\_

Reviewed by Vice President/Dean: \_\_\_\_\_ (Date) \_\_\_\_\_



\_\_\_\_\_ I have reviewed this request. This position WILL NOT be audited for the reasons given below.

\_\_\_\_\_ I have reviewed this request. This position WILL be audited.

The audit should be completed by \_\_\_\_\_.

Note that an audit simply means that an analysis will be made of the position: no decision can be made about a change in the level of the position until the audit is completed.

Associate Director for Human Resources: \_\_\_\_\_ (Date) \_\_\_\_\_



Reasons / Final Disposition: