

# Job Description Intake Form



To request a new job description or modify a current job description, complete this form (as applicable) and submit to Market Based Compensation (MBC) at [marketbasedcompensation@wichita.edu](mailto:marketbasedcompensation@wichita.edu). If the criteria submitted meets the needs to create a new job, this information will be used by MBC to draft a job description in alignment with the Compensation Administration Guidelines. Once the draft is finalized and approved by the department, MBC will proceed with market pricing and publishing. If you have questions regarding completion of the form, please reach out to MBC or your Human Resources Business Partner.

<b>Requestor</b>	
<b>Date</b>	
<b>Reports to Name/ID</b>	
<b>Organization Name</b>	
<b>Department Name</b>	
<b>Suggested job title</b> (may be modified to remain within guidelines)	

<b>Job Details</b>	<b>Response:</b>
Similar to existing job code? How is this different?	
Will this job supervise other positions?	
Will this job replace a current job code?	
Level in hierarchy? (Entry, mid-level, lead, supv, etc.)	
Anticipated date JD is needed	

<b>Summary</b> (1-3 sentences to briefly describe scope of responsibilities)	
<b>Essential Functions</b> (4-6 brief core functions/general job duties)	

<b>Required Education</b> (preferences can be included in Position Responsibilities form)	
<b>Required Experience</b> (preferences can be included in Position Responsibilities form)	

**Additional information/details related to the scope of work performed:**