

TENNESSEE TECHNOLOGICAL UNIVERSITY
ADMINISTRATIVE/PROFESSIONAL POSITION EVALUATION PLAN
INSTRUCTIONS FOR SUPERVISORS' VERIFICATION FORM

The factors listed in the position questionnaire are important for assessing the level of the position being analyzed. Therefore, supervisors are asked to carefully review and verify the information provided by the incumbent of the position. Information on the questionnaire should not be changed. The attached Supervisors' Verification Form is provided for changes or clarifications as deemed necessary by supervisors. The incumbent's statements on the questionnaire should not be duplicated on the verification form. However, each level of supervision should indicate that statements in each section were reviewed and are acceptable. Then the Supervisors' Verification Form should be signed as indicated in section 10. When all review is completed, the verification form and the position questionnaire are to be returned to the Wage and Salary Analyst in the Personnel and Payroll Office.

RETURN TO PERSONNEL AND PAYROLL OFFICE NO LATER THAN _____.

TENNESSEE TECHNOLOGICAL UNIVERSITY
ADMINISTRATIVE/PROFESSIONAL POSITION EVALUATION PLAN
SUPERVISORS' VERIFICATION FORM

Date _____

Position Title _____
Department _____
Account No. _____ Position No. _____
Immediate Supervisor's Title _____

5.0 Complexity of Duties

5.1 Describe three typical decisions/recommendations made in execution of the duties described in 2.0 above.

5.2 To what extent are established practices or precedents or standard policies and procedures relied on in arriving at these decisions?

6.0 Supervision Received

6.1 What is the nature and extent of the supervisor's review of the work? How and by whom would errors be detected?

7.0 Responsibility

7.1 Supervision Given: How many and what category of employees are supervised directly? Indirectly?

To what extent is their work reviewed and checked?

7.0 Responsibility (continued)

7.2 Contacts: What contacts or conferences are participated in? How often do they occur? Is your role in them major or minor?

7.3 Responsibility for Assets: What would be the probable impact on the institution of a typical error from someone in the position? (If possible, quantify the answer in dollar value and describe.)

8.0 Confidentiality

8.1 Describe three types of confidential data handled on a regular basis in performing the job.

9.0 Comments

10.0 Signatures

Immediate Supervisor

Academic or Administrative Officer

Director or Chairperson

Administrative Officer Reporting
to the President