**Job Vacancy Listing Checklist**

- ___ The Job Description
- ___ Employee Requisition Form (ERF)
- ___ An organization chart
- ___ A cover letter describing changes in the position, where appropriate
- ___ Appropriate signatures, including approval for exception to any funding freeze, when required

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**Other Resources**

- **Course Catalog and Enrollment**
- **HR Fundamentals Courses**
- Staffing and Compensation Analysts in the Office of Human Resources
- Classification Standards/Concepts available in the Office of Human Resources
- **The Classification/Reclassification Process**
- **Collect Bargaining Agreements**

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**Reclassification Review Checklist**

- ___ The current job description
- ___ The former job description
- ___ A cover letter describing changes in the position
- ___ An organizational chart
- ___ Appropriate signatures, including approval for exception to any funding freeze, when required