

## **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

## **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](#)

## **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