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| UoN-UK-C-M_Black.jpg | **JOB FAMILY REVIEW FORM** |

**INFORMATION TO BE PROVIDED BY THE EMPLOYEE**

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| --- | --- |
| **Name of Role Holder** |  |
| **Job Title** |  |
| **School/Department** |  |
| **Current Job family/level** |  |
| **Job Family wishing to move into** |  |
| **Do you wish to attend the panel?** |  |

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| Please detail the reasons you wish to apply to have your job family reviewed. Please refer clearly to the appropriate level descriptors in the relevant University Job Families: <http://www.nottingham.ac.uk/hr/guidesandsupport/jobfamiliesstaffgroupsandsummarytermsandconditions/jobfamilies> |

I can confirm that I have discussed my reasoning with the Head of School/Department and I now wish to request that my job family be reviewed.

Signature ………………………………………………………………………………………………... Date ……………………………

**JOB FAMILY REVIEW FORM CONTINUED**

**INFORMATION TO BE PROVIDED BY THE HEAD OF SCHOOL/DEPARTMENT**

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| **Name of Head of School/Dept** |  |
| **School/Unit** |  |
| **Do you wish to attend the panel?**  If you wish to nominate someone else to attend the panel, please state who this will be. |  |

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| Please detail the reasons you do not wish to endorse a change in job family. Please refer clearly to the relevant University Job Families: <http://www.nottingham.ac.uk/hr/guidesandsupport/jobfamiliesstaffgroupsandsummarytermsandconditions/jobfamilies> |

I can confirm that I have discussed my reasoning with the employee concerned and provided a copy of the completed documentation.

Signature ………………………………………………………………………………………………... Date ……………………………

**Please return to:** **Human Resources Department, University of Nottingham, King’s Meadow Campus, Lenten Lane, Nottingham, NG7 2NR**