

A&R Reclass Intake Worksheet

Name: _____

Date: _____

Work Phone: _____

Cell: _____

1. Agency?
2. Position currently held?
3. Position sought?
4. Do you meet the minimum qualifications for that position as set forth in the official DAS job description? (degree, work experience, etc)
5. Is there a current examination list for this position? _____ If so, are you on it? _____
6. Did you take an exam for this position in the past? _____ When? _____ Result? _____
7. Other possible positions for upgrade?
Do you meet the minimum qualifications for that/those positions?
8. Are you on any other current exam lists?
9. Time in State Service?
10. Time at Agency?
11. Time in current position?
12. Job history with State?
13. How long have you been doing current job duties?
14. Any recent changes in job duties? If so, what, when?
15. Do you supervise anyone? _____ how many? _____
16. Do you lead?
17. Who do you report (name, title, phone #)?
18. Does your supervisor support your upgrading?
19. Does your agency support your upgrading?
20. Has your supervisor or agency taken any steps to get you upgraded? _____
If so, what/when/result?
21. Are you willing to have any of your current duties removed?
22. Are you willing to commit the time and effort to see your reclass grievance to a conclusion?
23. What ratings did you get on your last two service ratings?