



Each position is evaluated against each dimension. A position may not meet all the criteria for each individual dimension for a level to be ultimately considered at that level. The focus is on the role, not the incumbent. Review the job description and indicate a corresponding point selection for each dimension of responsibility. Add the points you selected determine a point total, and subsequent Level of Responsibility for the position being evaluated.

Dimension	Level 1	Level 2	Level 3	Level 4
<b>Job Duties:</b> Responsibilities and outcomes against which position will be evaluated; functions as written in the job description.	Student performs general, routine work; clear guidelines and processes are provided. Opportunities for multi-tasking (e.g., school work) may exist. <input type="checkbox"/> 1 point	Student performs work requiring some level of independent judgment and initiative; working within general guidelines. Opportunities for multi-tasking (e.g., school work) may exist. <input type="checkbox"/> 2 points	Student performs work requiring a moderate level of difficulty and complexity. Student prioritizes tasks and utilizes independent judgment and decision making ability. <input type="checkbox"/> 3 points	Student performs highly skilled duties requiring considerable internal/external knowledge. Student exercises independent judgment and performs self-initiated tasks. Student is responsible for developing, coordinating, and implementing assigned projects. <input type="checkbox"/> 4 points
<b>Experience:</b> Degree of previous experience required to be successful in the position.	Student may have no previous work experience, or experience in an unrelated area. <input type="checkbox"/> 1 point	Student typically has a year of experience requiring similar skills (can be acquired prior to employment at NAU). <input type="checkbox"/> 2 points	Student typically has two years of experience requiring similar skills (can be acquired prior to employment at NAU). <input type="checkbox"/> 3 points	Student typically has three or more years of experience requiring similar skills (can be acquired prior to employment at NAU). <input type="checkbox"/> 4 points
<b>Skill:</b> Specific or specialized skills required prior to hiring/training to be successful in the position.	Student needs few or no special skills to perform work satisfactorily. <input type="checkbox"/> 1 point	Student requires some related skills to perform work satisfactorily <input type="checkbox"/> 2 points	Student requires a moderate level of related skills to perform work satisfactorily; work is often specialized). <input type="checkbox"/> 3 points	Student requires a high level of related skills to perform work satisfactorily; work is almost always specialized <input type="checkbox"/> 4 points
<b>Supervision:</b> Both the extent to which this position is supervised or works independently and the mentoring/ training responsibilities required in the position.	Student is closely supervised; work requires little independent judgment or initiative. Student has no supervisory duties. <input type="checkbox"/> 1 point	Student is closely supervised, and is beginning to use independent judgment and initiative. Student has no supervisory duties. <input type="checkbox"/> 2 points	Student performs independently with moderate supervision, exercising independent judgment and initiative. Student has no supervisory duties but may mentor or train other students, student employees, or faculty/staff. <input type="checkbox"/> 3 points	Student performs independently with minimal supervision, exercising independent judgment and initiative. Student may supervise, train, and/or evaluate other students, student employees, or faculty/staff. <input type="checkbox"/> 4 points
<b>Public Contact:</b> Public Contact refers to the broader community (not just the number of students interacted with) and potential impact on reputation of NAU based on role.	Student has no or minimal public contact. <input type="checkbox"/> 1 point	Student has some public contact, answering routine questions or performs routine tasks. <input type="checkbox"/> 2 points	Student has public contact, answering more complex questions using judgment and decision making ability. <input type="checkbox"/> 3 points	Student has considerable public contact and is responsible for representing the university <input type="checkbox"/> 4 points
	<b>&lt; 8 Points Total</b>	<b>9-12 Points Total</b>	<b>13-17 Points Total</b>	<b>18-20 Points Total</b>