**Logo, company name

Description automatically generated with medium confidence**TASK ASSESSMENT WORKSHEET

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee Name:** |  | **School: Environmental & Biological Sciences** | | | |
| **Classification Title:** |  | **Department Unit:** |  | | |
| **Please Complete this Section – Only the Name of the Supervisor is Required, not a Signature** | | | | | |
| **Employee Name:** | | | | **Date** | |
| **Supervisor Name:** | | | | **Date (if Shared with Supervisor)** | |
| **Supplementary Information:** Please share any additional skills or talents you possess that are not part of your current scope of work (e.g., bilingual, project management, coding, web designer) and **any professional development training you are interested in:** | | | | | |
|  | | | | | |
| **Primary Functions:** Essential responsibilities an employee **must** perform. List up to four **essential functions** of the position, indicating the **most important** first, and the approximate percentage of time spent on each over the course of a year. **Only** list duties or responsibilities that require 10% or more (equivalent to half of a day per week or 5 weeks per year) of the position’s time. | | | | | |
| 1. | | | | | *% of Time* |
| 2. | | | | | *% of Time* |
| 3. | | | | | *% of Time* |
| 4. | | | | | *% of Time* |

|  |  |
| --- | --- |
| **Education:** Have you completed Bachelors/Masters’ degree since your last CARF review? | |
| **Yes** | **No** |
| **List any professional licenses or certifications that may be helpful to this role:** | |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please note responsibility for the following duties:** | | | |
| **0 – NO TASK RESPONSIBILITY 1 = OCCASIONAL BACK-UP 2 = FULL TASK RESPONSIBILITY** | | | |
| **ROCS Recruitment and Onboarding** | | | |
| Initiator for Staff and/or Faculty Postings | 0 | 1 | 2 |
| Prepares Hiring Packet for Approval | 0 | 1 | 2 |
| Coordinates New Employee Orientation, I-9, Net-ID, Systems and Building Access | 0 | 1 | 2 |
|  | | | |
| **HCM** | | | |
| Prepares New Hire Actions and Job Data Uploads | 0 | 1 | 2 |
| Initiates Reappointments or Data Changes | 0 | 1 | 2 |
|  | | | |
| **Financial** | | | |
| Initiates Employee Charging Instructions | 0 | 1 | 2 |
| Manages Project Balances (Unrestricted, Gift, Endowment and Grants) | 0 | 1 | 2 |
| Prepares Monthly Project Reconciliations | 0 | 1 | 2 |
| Approves Purchase Orders /Approves Expense Reports | 0 | 1 | 2 |
|  | | | |
| **Absence Reporting System** | | | |
| Records Absences for Department and Reconciles for Fiscal End | 0 | 1 | 2 |
|  | | | |
| **Payroll / Time Labor** | | | |
| Timesheet Entry for Hourly Employees and/or Student Workers | 0 | 1 | 2 |
|  | | | |
| **Procurement** | | | |
| Prepares Requisitions and Check Requests | 0 | 1 | 2 |
| Prepares Expense Reports | 0 | 1 | 2 |
| Adds Vendors/ Processes Vendor Payments | 0 | 1 | 2 |
|  | | | |
| **Global Services** | | | |
| Use of Sunapsis for J-1 Visas and/or H-1B Visas | 0 | 1 | 2 |
|  | | | |
| **Staff Supervision** | | | |
| Trains Staff on use of RU-related Systems | 0 | 1 | 2 |
| Supervises Full-Time, Part-Time, Seasonal and/or Student Workers | 0 | 1 | 2 |
|  | | | |
| **Departmental Responsibilities for Faculty Members** | | | |
| Coordinates Sabbatical or Fellowship Leave Application Documents | 0 | 1 | 2 |
| Compiles Reappointment / Promotion Docs for NTT, Tenure-Track, Tenure Appts | 0 | 1 | 2 |
|  | | | |
| **Departmental Responsibilities for Students** | | | |
| Assists with Curriculum Goal-Setting and Monitors Program Assessments | 0 | 1 | 2 |
| Schedules Undergraduate and Graduate Course Offerings | 0 | 1 | 2 |
| Coordinates TA/GA and Fellowship Appointments | 0 | 1 | 2 |
| Organizes Recruitment, Welcome Events, Orientation, and Seminars for Students | 0 | 1 | 2 |