

## **Suggested Job Profile Edits Not Received – Email to Managers/Supervisors**

**April 29, 2024**

Subject: Action Required – Job Profile Review

Job profiles that accurately reflect the essential functions and minimum qualifications of each job are a critical component of the Classification and Compensation Practices Study.

We recognize that the initial job profile review communication requested that managers/supervisors provide suggested edits, and if you did not have any edits, a response was not required. However, we would like to ensure that all job profiles have been reviewed and are accurately documented.

Our records indicate that we did not receive suggested job profile edits for the following jobs in your unit/area.

[Job Profile Title]

**Please respond to the [Classification and Compensation Team](#) by **May 10, 2024**, to confirm that you reviewed job profiles for your unit/area and that you do not have any suggested edits. If you would like to submit suggested edits, please submit them via Workday no later than **Friday, May 10, 2024**.**

Thank you for your continued support of this initiative.

HRSTM Classification and Compensation