

**UNIVERSITY OF OXFORD**

**GRADING REVIEW REQUEST**

Please ensure you have read the [guidance notes](https://hr.web.ox.ac.uk/sites/default/files/hr/documents/media/regrading_guidance_notes_2023.doc) before completing this form

**Applicant Details:**

|  |  |
| --- | --- |
| Name | : |
| Department | : |
| Job title | : |
| Current Grade | : |
| Date of last grade review | : |

Application checklist:

|  |
| --- |
| Signed and agreed application form [ ]  |
| Current job description [ ]  |
| Current organisation chart [ ]  |

**KEY CHANGES TO THE ROLE:**

Describe the details of the main changes to your role:

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**COMPARATOR JOBS:**

|  |  |  |
| --- | --- | --- |
| **Department** | **Job Title**  | **Reference No**  |
|  |  | If known |
|  |  |  |
|  |  |  |

**DEPARTMENTAL COMMENTS:**

The line manager and departmental administrator may use this section to provide any additional information or comments on this regrading application.

|  |
| --- |
| **Line Manager:** |
| **Departmental Administrator/** **Head of Administration and Finance/ HR Manager:** |
| **This is an accurate representation of the responsibilities of the role, agreed by the applicant and the department.**

|  |
| --- |
| **Signed****x** |
| Head of Administration and Finance  |

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Please take 2 minutes to [provide anonymous feedback](https://forms.office.com/e/iLRpvRMQjx) on your experience of using the new regrading application guidance and form. Your feedback will be used to improve the application process.