

OLD DOMINION UNIVERSITY PAY ACTION FORM (PAF)

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<input type="checkbox"/> Duties and responsibilities (What duties are critical for the new employee to perform?)	Comments:
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<input type="checkbox"/> Relevant work experience & education & previous performance <input type="checkbox"/> Relevant knowledge, skills, abilities, and competencies <input type="checkbox"/> Relevant training, certification, license, etc. <input type="checkbox"/> Internal salary alignment (How will proposed salary compare to salaries of other employees in the department? Will there be an equity issue?) <input type="checkbox"/> Current salary current salary compare to proposed salary?)	Comments:
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Market Title 0a0v

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- AGENCY BUSINESS NEED: The specific activities and organizational, financial, and human resource requirements that are relevant to agency business need in order to be compensable.
- DUTIES AND RESPONSIBILITIES: The primary and essential work functions performed by an employee or group of employees. Variation in these duties and responsibilities help distinguish one employee from another for comparison purposes.

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