****

**Re-grading Checklist**

* **Original job description**
* **Updated job description**
* **Structure chart (if available)**
* **Completed Re-grading Application Form**
* **Supporting evidence (if applicable)**
* **Line manager’s verification**
* **Senior approver’s verification**
* **Now submit all of the above to your** [**People & OD Partner**](https://www.staffnet.manchester.ac.uk/people-and-od/aboutpeopleod/contact-us/people-partners/)

**HR Services**

Produce the appropriate written communication to the individual following the finalisation of the evaluation / review