

## Problem Solving Request Form

**This form should be filed within 10 working days after the events that the employee would like resolved.**

Date \_\_\_\_\_ Unit \_\_\_\_\_

Employee Seeking Problem Solving \_\_\_\_\_

Employee's Job Title \_\_\_\_\_

1. I seek resolution of the following job-related matter(s): (Attach additional sheets if necessary)

2. My suggested solution(s) is/are: (Attach additional sheets if necessary)

3. I wish the following people to attend problem-solving meetings: (Please include name and telephone number)

**Employee's signature and date**

\_\_\_\_\_  
Signature

**Please file this form with the executive director for human resources by hand delivery or first class mail to HR, University of Idaho, Moscow, ID 83844-4332. [ed. 9-06, 7-09]**