SECTION 1: IDENTIFYING INFORMATION

Name of Hire: Date Prepared:

Position Title: Prepared by:

Reports to: Phone/Email:

Project:

Department:

Approvals:

SECTION 2: POSITION SUMMARY

This position is responsible for...

This position oversees the following categories or departments:

1.
2.
3.
4.

SECTION 3: RESPONSIBILITIES, SUPPORTING ACTIONS, END-RESULTS

MAJOR RESPONSIBILITY #1 (list each major responsibility of position)

Example: Manage budget and oversee approvals for financial purchases for entire project.

SUPPORTING ACTIONS (list duties that fulfill responsibility)

Example: 1. Create and reconcile project budget.
2. Obtain quotes from vendors.
3. Track expenses/purchases/petty cash.
4. Obtain approval for purchases over $100.

END RESULTS (expected result)

Example: 1. Producers always know state of budget, current costs, and future spend.
2. Project stays under budget with accurate budget remaining for unforeseen expenses.

ESSENTIAL FUNCTION?   Yes / No   **PERCENTAGE OF WORK:**   %

MAJOR RESPONSIBILITY #2

SUPPORTING ACTIONS

1.
2.
3.
4.
5.

END RESULTS

1.
2.

ESSENTIAL FUNCTION?   Yes / No   **PERCENTAGE OF WORK:**   %

SECTION 4: DECISION MAKING

DECISIONS FREE TO MAKE

1.
2.
3.
4.

DECISIONS REQUIRING APPROVAL

1.
2.
3.
4.

SECTION 5: DIMENSIONS THAT AFFECT POSITION

(List aspects that define the size and scope of the position (e.g., # of employees to manage, # of attendees, budget, etc.).

1.
2.
3.
4.

SECTION 6: JOB QUALIFICATIONS

Education, experience, skills, and competencies necessary to perform the position.

1.
2.
3.
4.

SECTION 6: OTHER INFORMATION

Anything else that would be helpful in understanding the nature, scope or purpose (e.g. unusual/hazardous conditions associated with position, safety regulations to observe, etc.)

1.
2.
3.
4.

CONGRATULATIONS! YOU'RE NOW READY TO HIRE A COOL NEW PERSON FOR YOUR TEAM.