

Job Description Worksheet

Job Purpose	
Define the WHY of this job. Why does it exist and how does it contribute to the win for the organization?	

Define Job Responsibilities		
Write these in terms of processes. Think process not task. List the responsibilities that take up 80-90% of the job. The remaining 10% can fall under Miscellaneous. Rank these in order of importance and then assign an approximate % of the job and "hours required" weekly figure.		
Responsibility	Description	% of the Job and Hours Weekly

List Additional Job Experience, Skills, Certifications, Credentials, etc.	
List any experience, skills, certification or credentials that are needed or desirable for this job.	
Description	1. Required or 2. Just desirable

Behavior Qualities			
From the Items below circle and number the top 5 behavioral qualities that will lead to success in this job			
<ul style="list-style-type: none"> - Straightforward - Driven (Goal Orientation) - Ambitious (High Initiative) - Forceful - Visionary 	<ul style="list-style-type: none"> - Inspiring - Creative - Enthusiastic - Persuasive/Motivational - Energetic 	<ul style="list-style-type: none"> - Relaxed - Consistent/Dependable - Deliberate - Caring - Nurturing 	<ul style="list-style-type: none"> - Analytical - Systematic - Accurate - Meticulous - Reliable

Job Skills

You are going to rate each of the following skills 1-4 based on its importance as a success factors for job. 1 Most important, 2 Very Important, 3 Important, 4 Not as Important. Note: You may only use each ranking for six items. In other words the 6 most important skills will be ranked 1, You will have six items ranked 2 (Very Important), and so forth. You will only rank 5 items "Not as Important."

- Empathetic outlook
- Planning and organization
- Customer focus
- Interpersonal skills
- Conflict management
- Flexibility
- Problem solving
- Diplomacy and tact
- Objective listening
- Leading others
- Influencing others
- Teamwork
- Goal achievement
- Continuous learning
- Decision-making
- Self management
- Results orientation
- Developing others
- Accountability for others
- Conceptual thinking
- Personal accountability
- Resiliency
- Self starting

Top 6 Job Skills

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____