

COMPREHENSIVE JOB DESCRIPTION TEMPLATE



JOB OVERVIEW			
JOB TITLE			
INDUSTRY JOB TITLE		ALTERNATIVE JOB TITLE	
JOB NO. / ID		DATE LISTED	
JOB LOCATION			
GENERAL DESCRIPTION			
DIVISION / DEPARTMENT		REPORTS TO: NAME	
SUBDIVISION		REPORTS TO: TITLE	
POSITION DETAILS			
<input type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME		HOURS PER WEEK
<input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> INTERN	<input type="checkbox"/> EXEMPT	<input type="checkbox"/> NONEXEMPT
EDUCATION REQUIREMENTS			
KNOWLEDGE REQUIREMENTS			
PREFERRED WORK EXPERIENCE			
OTHER qualifications, certifications, professional memberships, etc.			
PERSONAL QUALITIES			

BEHAVIORAL COMPETENCIESBEHAVIORAL
COMPETENCY 1BEHAVIORAL
COMPETENCY 2BEHAVIORAL
COMPETENCY 3BEHAVIORAL
COMPETENCY 4BEHAVIORAL
COMPETENCY 5BEHAVIORAL
COMPETENCY 6BEHAVIORAL
COMPETENCY 7BEHAVIORAL
COMPETENCY 8**TECHNICAL COMPETENCIES**TECHNICAL
COMPETENCY 1TECHNICAL
COMPETENCY 2TECHNICAL
COMPETENCY 3TECHNICAL
COMPETENCY 4TECHNICAL
COMPETENCY 5TECHNICAL
COMPETENCY 6TECHNICAL
COMPETENCY 7TECHNICAL
COMPETENCY 8**LEADERSHIP COMPETENCIES**LEADERSHIP
COMPETENCY 1LEADERSHIP
COMPETENCY 2LEADERSHIP
COMPETENCY 3LEADERSHIP
COMPETENCY 4LEADERSHIP
COMPETENCY 5LEADERSHIP
COMPETENCY 6LEADERSHIP
COMPETENCY 7LEADERSHIP
COMPETENCY 8

ADDITIONAL JOB DIMENSIONS

ASSOCIATED RISKS

BUSINESS ACCOUNTABILITY

FINANCIAL ACCOUNTABILITY

TYPICAL DIRECT REPORTS

INDIRECT REPORTS

INTERNAL RELATIONSHIPS

EXTERNAL RELATIONSHIPS

WORK ENVIRONMENT

KEY ACCOUNTABILITIES

KEY DUTIES

POSITION FILLED

PERSON HIRED

DATE HIRED

REVIEWED BY:
NAME & TITLE

APPROVED BY:
NAME & TITLE

ADDITIONAL COMMENTS

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