





## KNOWLEDGE

List requirements to qualify for this position including: Specific Degrees, Technical Training, Post-High School Course Work, Field of Study, etc.	
Are any licenses or certifications required to qualify for the position? If so, please list.	
Please list any other knowledge, skills, or abilities crucial to fulfilling the position's duties.	

## EXPERIENCE

Provide a description of the type and minimum amount of experience required to fulfill the duties of the position.

TYPE OF ENTRY EXPERIENCE REQUIRED	AMOUNT OF ENTRY EXPERIENCE REQUIRED

Describe the type and amount of on-the-job training you believe to be necessary to the position upon hiring.

TYPE OF ON-THE-JOB TRAINING REQUIRED	AMOUNT OF ON-THE-JOB TRAINING REQUIRED

## PROBLEM SOLVING

Provide one or two examples of an issue, problem, project, or complex task you've handled in the past year.

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## IMPACT ON COMPANY / ORGANIZATIONAL MISSION

What are the small and large positive implications of your position on the organizational whole?

Detail any negative implications on the department and on the organization should a person holding your current position not meet standards, fail to use sound judgement, or lack core job knowledge.

Describe departmental policies and procedures crucial to success in your current position.

What type of guidance and reviews govern your position? List the type of guidance/review, the name and title of the individual responsible, and the frequency.

TYPE OF GUIDANCE / REVIEW	NAME AND TITLE	FREQUENCY



## LEADERSHIP

Is your position formally responsible for the supervision of staff members, temporary employees, and/or interns or volunteers? If no, disregard remainder of this section.				YES	NO
How many individuals are regularly supervised?		# of Staff Members		# of Temporary Staff / Interns / Volunteers	

Provide a brief description of the nature and extent of your supervisory role. Describe training capacities, coordinating efforts, disciplinary action handling, hiring responsibilities, the conducting of performance reviews, etc.

List the staff title and number of employees directly supervised by your current position.

TITLE OF STAFF EMPLOYEE(S) SUPERVISED	NUMBER OF EMPLOYEES

## ORGANIZATIONAL REPORTING

Complete the table below to illustrate the reporting structure associated with your current position.

ORGANIZATIONAL REPORTING	
JOB TITLE OF PERSON TO WHOM YOUR SUPERVISOR REPORTS	
YOUR SUPERVISOR'S JOB TITLE	
YOUR JOB TITLE	
JOB TITLES REPORTING DIRECTLY TO YOU if applicable	
JOB TITLES REPORTING INDIRECTLY TO YOU if applicable	

# COMMENTS AND SIGNATURES

## EMPLOYEE COMMENTS

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EMPLOYEE SIGNATURE

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DATE

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## IMMEDIATE SUPERVISOR COMMENTS

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IMMEDIATE SUPERVISOR  
SIGNATURE

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DATE

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## SECOND LEVEL SUPERVISOR / MANAGEMENT COMMENTS

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MANAGEMENT SIGNATURE

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DATE

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