

**Document Preview – This is only a portion of the entire, customizable document.
Job Description Form**

Position Description	
Job Title: _____	Date: _____
Incumbent: _____	Employment Status:
Department: _____	Regular <input type="checkbox"/>
Supervisor's Name/Title: _____	Temporary <input type="checkbox"/>
	Full-time <input type="checkbox"/>
	Part-time <input type="checkbox"/>
	Intern <input type="checkbox"/>
	Reg. hours worked: _____/wk
	Exempt <input type="checkbox"/> Non-exempt <input type="checkbox"/>
<p>A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses knowledge, skills, and experience required by the position). One should be on file for each regular full- and part-time position. Attach a copy of the last position description prepared for this position.</p>	
When was the last time this position description was updated? Date: _____	
What is the overall purpose and objective of this position (why does the position exist)?	

<p>List in order of importance the major responsibilities of the job and estimate the percentage of time spent on each responsibility (the main function of the job may or may not be the one where the most time is spent).</p>	
1. _____	_____ %
2. _____	_____ %
3. _____	_____ %
4. _____	_____ %
5. _____	_____ %
6. _____	_____ %
7. Able to react to change productively and handle other essential tasks as assigned.	
Total:	100 %

Is this position closely, moderately, or minimally supervised? _____

Please explain: _____

Does this position have supervisory responsibility (i.e., responsible for hiring, firing, performance appraisals, etc.)? Yes _____ No _____ If yes, list the number and title for positions that directly or indirectly report to this position (i.e., three secretaries, four programmers, etc.): _____

Does this position have access to confidential information? Yes _____ No _____ If yes, please explain: _____

Does this position have access to or handle company funds? Yes _____ No _____ If yes, please explain: _____

Is it important to this position that the incumbent be able to communicate fluently in English? Yes _____ No _____ If yes, please explain: _____

What kind of work experience (including length of time), training, and/or level of education is necessary for this position? _____

List any required technical skills (typing, computer skills, etc.): _____

What other special training and/or abilities are necessary to qualify for this position? _____

Check any of the following factors that are important to successful performance in this position:

- | | | | |
|----------------------|--------------------------|----------------------|--------------------------|
| Problem Solving | <input type="checkbox"/> | Bilingual | <input type="checkbox"/> |
| Analytical Ability | <input type="checkbox"/> | Interpersonal Skills | <input type="checkbox"/> |
| Communication Skills | <input type="checkbox"/> | Dexterity | <input type="checkbox"/> |

Describe the requirements of this position that make these factors important: _____