

Date completed/ revised: DD/MM/YYYY

Position Details

Title	Insert title, not individual's name
Reports To	Insert title, not individual's name
Department	
Position Number	Available from HR. 2490. Job Opening Spreadsheet
Position Status	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-going <input type="checkbox"/> Term Term End Date (if applicable): DD/MM/YYYY
Eligible for Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments if applicable
Overtime Exemption Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Variable Compensation	<input type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Shift Premium <input type="checkbox"/> Car Allowance <input type="checkbox"/> Not applicable
Hours per Week	Insert actual expected hours of work per week, excluding breaks or lunch/week
Location	
Job Classification	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row <input type="checkbox"/> Clerical <input type="checkbox"/> Administrator <input type="checkbox"/> Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP
Salary Range	Insert salary range, or insert: "As per Job Classification"
Direct Reports	As of DD/MM/YYYY but subject to change, position is responsible for <input type="text"/> number direct reports, as follows: <ul style="list-style-type: none"> ◆ <input type="text"/> Title. Insert additional bullets as required <input type="checkbox"/> Not Applicable

Internal Relationships	Works closely with the following internal stakeholders: ♦ Internal stakeholder titles and/or departments. Insert additional bullets as required. <input type="checkbox"/> Not Applicable	
External Relationships	Works with external stakeholders including: ♦ Describe type of external stakeholder such as partners or vendors or customers. Insert additional bullets as required. <input type="checkbox"/> Not Applicable	
Level of supervision required for this position	High <input type="checkbox"/>	Moderate <input type="checkbox"/> Low <input type="checkbox"/>
Decision-making Authority	High <input type="checkbox"/>	Moderate <input type="checkbox"/> Low <input type="checkbox"/>
Travel Required	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If yes, approximately how many weekdays per month?	<input type="text"/> days
Other	If required, insert other relevant high level information	

Position Requirements

Position Overview

Insert high-level overview of position and responsibilities – ideally one or two sentences

Responsibilities/Accountabilities

List job responsibilities, in descending order of importance, and include the approximate % of time the duties take on a monthly basis. You can copy and paste additional lines of responsibilities, if required.

Responsibilities:

1. **Insert high-level responsibility. Example: Strategic Marketing or Operations Example 30%**
 - a. List key tasks associated with that responsibility
 - b.
 - c.

- d. [REDACTED]
2. **Insert high-level responsibility. Example: Project management Example 20%**
- a. List key tasks associated with that responsibility
- b. [REDACTED]
- c. [REDACTED]
- d. [REDACTED]
3. **Copy & Paste additional responsibilities as required**

Job-Related Technical Skills

List up to 10 technical skills and level required to perform the duties of the job. Deleted unused rows.

	Skills	Advanced	Intermediate	Basic
1	Example: Developing marketing strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Example: Processing Accounts Payable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Example: Processing month end	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Example: Report writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Example: Troubleshooting Help Desk requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Example: Project management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Example: Managing department budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Example: Implementing/managing safety procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Example: Account management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Example: Data entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Core Company Success Traits

The traits listed below are the **pre-defined** core success traits that are **required by all staff** in the Company. You do not need to modify these. Note that these traits have significant weighting in our hiring, performance reviews, and rewards programs.

	Core Company Success Trait
1	<p>CUSTOMIZER: Example: Creativity/Innovation</p> <ul style="list-style-type: none"> Thinks outside the box. Challenges status quo and traditional “the way things have always been done” thinking.

Core Company Success Trait	
	<ul style="list-style-type: none"> ◆ Applies original thinking in approach to job, and other processes, methods, systems, products or services. ◆ Engages in responsible dialogue and brainstorming to develop new ideas and unique solutions to problems. ◆ Continuously seeks ways to improve all aspects of the Company.
2	<p>CUSTOMIZER: Insert your company core success traits and descriptors</p> <ul style="list-style-type: none"> ◆ CUSTOMIZER: Insert Descriptor. Insert additional bullets as required.
3	<p>CUSTOMIZER: Insert your company core success traits and descriptors</p> <ul style="list-style-type: none"> ◆ CUSTOMIZER: Insert Descriptor. Insert additional bullets as required.
4	<p>CUSTOMIZER: Insert your company core success traits and descriptors</p> <ul style="list-style-type: none"> ◆ CUSTOMIZER: Insert Descriptor. Insert additional bullets as required.
5	<p>CUSTOMIZER: Insert your company core success traits and descriptors</p> <ul style="list-style-type: none"> ◆ CUSTOMIZER: Insert Descriptor. Insert additional bullets as required.

Position Success Traits

List the success (behavioral) traits required to be successful in this position (no more than 8). These are in addition to the Core Company Success Traits, which are required for all positions.

	Position Success Trait	Required Level	
		High	Standard
1	<p>Example: Creativity/Innovation</p> <ul style="list-style-type: none"> ◆ Thinks outside the box. Challenges status quo and traditional “the way things have always been done” thinking. ◆ Applies original thinking in approach to job, and other processes, methods, systems, products or services. ◆ Engages in responsible dialogue and brainstorming to develop new ideas and unique solutions to problems. ◆ Continuously seeks ways to improve all aspects of the Company. 	<input type="checkbox"/>	<input type="checkbox"/>
2	<p>Example: Teamwork/Collaboration</p> <ul style="list-style-type: none"> ◆ Works cooperatively and effectively with others to set goals, resolve problems and make decisions. ◆ Promotes collaboration and interaction. Works effectively with people with different abilities and perspectives. 	<input type="checkbox"/>	<input type="checkbox"/>

	Position Success Trait	Required Level	
		High	Standard
	<ul style="list-style-type: none"> ◆ Resolves conflict quickly and lets it go. ◆ Shares information. ◆ Supports team members. Makes time for celebration. 		
3	<p>Insert next success trait</p> <ul style="list-style-type: none"> ◆ Point 1 ◆ Point 2. Insert additional bullets as required. 	<input type="checkbox"/>	<input type="checkbox"/>
4	<p>Insert next success trait</p> <ul style="list-style-type: none"> ◆ Point 1 ◆ Point 2. Insert additional bullets as required. 	<input type="checkbox"/>	<input type="checkbox"/>
5	<p>Insert next success trait</p> <ul style="list-style-type: none"> ◆ Point 1 ◆ Point 2. Insert additional bullets as required. 	<input type="checkbox"/>	<input type="checkbox"/>
6	<p>Insert next success trait</p> <ul style="list-style-type: none"> ◆ Point 1 ◆ Point 2. Insert additional bullets as required. 	<input type="checkbox"/>	<input type="checkbox"/>
7	<p>Insert next success trait</p> <ul style="list-style-type: none"> ◆ Point 1 ◆ Point 2. Insert additional bullets as required. 	<input type="checkbox"/>	<input type="checkbox"/>
8	<p>Insert next success trait</p> <ul style="list-style-type: none"> ◆ Point 1 ◆ Point 2. Insert additional bullets as required. 	<input type="checkbox"/>	<input type="checkbox"/>

Education/Training/Experience

List education/training **required** to perform the job function duties.

	Education/Training/Experience	Required	Preferred
1	Insert experience, diploma, certification, training, or designation	<input type="checkbox"/>	<input type="checkbox"/>
2	Insert experience, diploma, certification, training, or designation	<input type="checkbox"/>	<input type="checkbox"/>
3	Insert experience, diploma, certification, training, or designation	<input type="checkbox"/>	<input type="checkbox"/>

	Education/Training/Experience	Required	Preferred
4	Insert experience, diploma, certification, training, or designation	<input type="checkbox"/>	<input type="checkbox"/>
5	Insert experience, diploma, certification, training, or designation	<input type="checkbox"/>	<input type="checkbox"/>

Physical Requirements

If applicable, note any physical activities or elements to help clarify the physical abilities required to do the job.

Typical Activities:

1. Example: Night or Day shift
2. Example: List equipment used and how often. Occasionally, frequently, continuously
3. Example: List activities such as sitting, standing, walking, lifting, squatting, twisting, crawling, driving, kneeling, climbing, etc.
4. Example: The weight required to be lifted each normal work day, and frequency
5. Example: Repetitive use of hands or feet
6. Example: Sensory activities. Speech, vision, smell, touch, hearing
7. Example: Repetitive use of hands or feet
8. Example: List any special hazards

Not Applicable

Physical Abilities:

1. Example: Must be able to lift 100 lbs. frequently throughout the work day
2. Example: Must be able to accommodate changing work shifts, including midnight to 7:00 am
3. Example: Must be able to reach supplies located on 6 ft. shelves
4. Example: Must be able to crawl through small spaces
5. Example: Must be able to remain in confined spaces as small as 4 foot by 8 foot for up to several hours
6. Example: Must be able to run at high speeds for up to 3 minutes



Not Applicable

Other/Comments

Insert any additional information here, if required. Delete this section if not needed.

Acknowledgement

Accepted and agreed to by:

EMPLOYEE

Employee Name	
Signature	Date

MANAGER APPROVAL

Manager Name	Manager Title
Signature	Date

NEXT LEVEL APPROVAL

All job descriptions require approval by **CUSTOMIZER: Insert approval position level 1. Example: Department VP, or delete this section if not applicable.**

Name	Title
Signature	Date

HR APPROVAL

All positions require review and approval by **HR CUSTOMIZER: Insert HR approval level. Example: HR Manager, or delete this section if not applicable.**

Name	Title
Signature	Date