Date completed/revised: DD/MM/YYYY

Position Details

Title	Graphic Designer
Reports To	Insert title, not individual's name
Department	Marketing
Position Status	☐ Employee ☐ Contractor ☐ Consultant ☐ Full-Time ☐ Part-Time ☐ On-going ☐ Term Term End Date (if applicable): DD/MM/YYYY
Eligible for Benefits	☐ Yes ☐ No Comments if applicable
Overtime Exemption Status	☐ Exempt ☐ Non-Exempt
Variable Compensation	☐ Bonus ☐ Commission ☐ Shift Premium ☐ Car Allowance ☐ 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 ☐ Clerical ☐ Administrator ☐ Coordinator ☐ Manager ☐ Director ☐ 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 Insert number direct reports, as follows: ♦ Title. Insert additional bullets as required ☐ Not Applicable

This template is included in the ConnectsUs HR™ Toolkits.

HR Toolkit™
FOR SMALL BUSINESS

HR Toolkit™
FOR HR CONSULTANTS

Set up your HR Department	Create HR for Clients
A complete HR Toolkit for small business to create and maintain your HR fundamentals.	HR Toolkit for Small Business, but made for HR consultants with the following differences:

Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides

- Download your HR folders

- Identify your HR priorities

- 22 HR topics

- Create HR intranet

Support your HR Function

- COVID-19 Portal

- Legislation Portal

- Remote Workforce Portal

- Mental Health Portal

- Diversity & Inclusion Portal

- Weekly updates, email notifications

- Help & support. With real humans!

Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients

- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients

- Pricing.

c. Collaborates and brainstorms on multiple projects with the marketing team to create materials such as web pages, programming collateral, newsletters, marketing materials, and presentations.

d. Meets budget constraints and deadlines while balancing multiple projects.

e. Designs concepts with original content, determining best use of style, imagery, layout, text, and colour.

f. Creates design revisions once drafts are returned by stakeholders.

g. Tests graphics across various media platforms.

h. Understands best practices when using a content management system, managing design and upload process of all project materials.

2. **Insert high-level responsibility   Example 20%**

a. List key tasks associated with that responsibility

b.

c.

d.

Job-Related Technical Skills

Skills	Proficient	Experience with	Familiar with
Experience with design software and technologies such as Adobe InDesign, Photoshop, Illustrator, Creative Suite and Dreamweaver	x		
Knowledge of WordPress and other website content management systems		x	x
Branding		x	
Social media		x	x
Basic HTML			x
MS Office suite		x	
A minimum of 35 words per minute typing speed or the ability to use voice to text software to support increasing digital communication and content generation	x		
Enter additional skills if needed			
Enter additional skills if needed			

Document Owner: HR

Last Updated: <insert date>

This template is included in the ConnectsUs HR™ Toolkits.

HRToolkit™
FOR SMALL BUSINESS

HRToolkit™
FOR HR CONSULTANTS

Set up your HR Department	Create HR for Clients

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides

- Download your HR folders

- Identify your HR priorities

- 22 HR topics

- Create HR intranet

Support your HR Function

- COVID-19 Portal

- Legislation Portal

- Remote Workforce Portal

- Mental Health Portal

- Diversity & Inclusion Portal

- Weekly updates, email notifications

- Help & support. With real humans!

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients

- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients

- Pricing.

- Adheres to procedures and standards.

- Possesses a strong ability to focus on tasks and priorities amidst continuous distractions.

PLANNING / ORGANIZATION SKILLS / TIME MANAGEMENT

- Establishes a realistic and systematic course of action for self and others to accomplish a specific goal.

- Sets the right priorities.

- Utilizes planning and/or time management tools.

- Monitors progress and makes necessary corrections.

- Controls interruptions.

- Accomplishes work in a timely manner.

INITIATIVE

- Looks for and takes action to make a contribution to the Company rather than being asked or passively accepting situations.

- Does more than is required. Digs deep and questions the process.

- Offers new ways of working or solving problems over and above what is expected.

- Looks for and takes opportunities for development and to improve performance.

- Anticipates future opportunities and challenges.

- Seeks out additional responsibilities and learning opportunities.

QUALITY

- Produces results that meet or exceed standards and expectations.

- Uses systems to benchmark results with standards.

- Shows personal concern for quality and accuracy.

FLEXIBILITY / ADAPTABILITY

- Adjusts own behaviors to work successfully in light of new information, and/or changing direction and environments.

- Is willing to adapt and do what is necessary to get the desired results.

- Remains positive when faced with unexpected events.

- Adapts well to, and supports change.

- Accepts changing priorities and direction.

Document #: **JD-HR-4358-M-1.0**

Document Owner: HR

Last Updated: <insert date>

This template is included in the ConnectsUs HR™ Toolkits.

HR Toolkit™ FOR SMALL BUSINESS

Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!

HR Toolkit™ FOR HR CONSULTANTS

Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

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	

Document #: **JD-HR-4358-M-1.0**

Document Owner: HR

Last Updated: <insert date>