

About the Workbook

name	JE-ALL-3500-M. Job Activity Log
owner	HR
access & use	All Staff
what it is	A workbook for recording daily activities at work
who uses it	Employees

Why This Process is Important

There are several reasons why you may complete this *Job Activity Log*:

- ◆ To provide you with data for your own personal use when you want to measure your own productivity and priorities.
- ◆ To provide input for a formal job description for your position. Completing the *Job Activity Log* ensures your manager, the Company, HR, and you all understand the requirements of the role. The activities you have documented are considered when writing the job description.
- ◆ To provide input to the annual review process. Completing the *Job Activity Log* ensures we have a solid understanding of how roles may be changing over time. This is especially important if we're experiencing rapid growth as key responsibilities may be changing as frequently as every 3 to 6 months.
- ◆ You have asked for your position to be reviewed, or your manager or the Company is doing job analysis as part of a standard job evaluation process. Completing the *Job Activity Log* is key to understanding the day-to-day job activities associated with your position; without this document, we cannot accurately review and/or evaluate the role.

Instructions

1. Save a copy of the workbook and include your name and the date in the file name.

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Column	Name	How to Complete the Workbook
F.	Details	(Optional) Enter additional details about your activity

- Sort and filter the data as appropriate.