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Summary Description of the Position

Provide a summary of your position

Main Responsibilities

The following are this position's **main** high-level areas of responsibility and the position is accountable for performance in these areas.

Note that there may be more or less than 10 main responsibilities depending on the position. More is not necessarily better!

If this position is a management position and one of the responsibilities is to manage direct reports, show the managing of direct reports (and the number of direct reports) as the last main responsibility. Do not include procedures for this.

Main responsibilities of Insert your position title:

1. Responsibility #1 (For example, for an HR Manager, this might be 'Hiring new staff'.)
2. Responsibility #2
3. Responsibility #3
4. Responsibility #4
5. Responsibility #5
6. Responsibility #6
7. Responsibility #7
8. Responsibility #8
9. Responsibility #9
10. Responsibility #10

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- ii. Sub-step option 2 > Step 2 (IF APPLICABLE)
- 4. Step 4

TASK 2: NAME

NAME OF PROCEDURE 1

- 1. Step 1
- 2. Step 2
 - a. Sub-step 1 (MORE DETAILED STEP, IF APPLICABLE)
 - b. Sub-step 2 (MORE DETAILED STEP, IF APPLICABLE)
- 3. Step 3
 - Sub-step option 1 (IF APPLICABLE)
 - Sub-step option 2 (IF APPLICABLE)
 - i. Sub-step option 2 > Step 1 (IF APPLICABLE)
 - ii. Sub-step option 2 > Step 2 (IF APPLICABLE)
- 4. Step 4

NAME OF PROCEDURE 2

- 1. Step 1
- 2. Step 2
 - a. Sub-step 1 (MORE DETAILED STEP, IF APPLICABLE)
 - b. Sub-step 2 (MORE DETAILED STEP, IF APPLICABLE)
- 3. Step 3
 - Sub-step option 1 (IF APPLICABLE)
 - Sub-step option 2 (IF APPLICABLE)
 - i. Sub-step option 2 > Step 1 (IF APPLICABLE)
 - ii. Sub-step option 2 > Step 2 (IF APPLICABLE)
- 4. Step 4

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Procedure 2: Name of procedure 2

1. Step 1
2. Step 2
3. Step 3

TASK 2: NAME

Procedure 1: Name of procedure 1

1. Step 1
2. Step 2
3. Step 3

Procedure 2: Name of procedure 2

1. Step 1
2. Step 2
3. Step 3

4. Responsibility #4

TASK 1: NAME

Procedure 1: Name of procedure 1

1. Step 1
2. Step 2
3. Step 3

Procedure 2: Name of procedure 2

1. Step 1
2. Step 2
3. Step 3

TASK 2: NAME

Procedure 1: Name of procedure 1

1. Step 1
2. Step 2

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6. Responsibility #6

TASK 1: NAME

Procedure 1: Name of procedure 1

1. Step 1
2. Step 2
3. Step 3

Procedure 2: Name of procedure 2

1. Step 1
2. Step 2
3. Step 3

TASK 2: NAME

Procedure 1: Name of procedure 1

1. Step 1
2. Step 2
3. Step 3

Procedure 2: Name of procedure 2

1. Step 1
2. Step 2
3. Step 3

7. Responsibility #7

TASK 1: NAME

Procedure 1: Name of procedure 1

1. Step 1
2. Step 2
3. Step 3

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3. Step 3

Procedure 2: Name of procedure 2

1. Step 1
2. Step 2
3. Step 3

9. Responsibility #9

TASK 1: NAME

Procedure 1: Name of procedure 1

1. Step 1
2. Step 2
3. Step 3

Procedure 2: Name of procedure 2

1. Step 1
2. Step 2
3. Step 3

TASK 2: NAME

Procedure 1: Name of procedure 1

1. Step 1
2. Step 2
3. Step 3

Procedure 2: Name of procedure 2

1. Step 1
2. Step 2
3. Step 3

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Acknowledgement

Accepted and agreed to by:

EMPLOYEE

Employee Name	
Signature	Date

MANAGER APPROVAL

Manager Name	Manager Title
Signature	Date

NEXT LEVEL APPROVAL

All positions 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 approval position level 1. Example: Department VP,** or delete this section if not applicable.

Name	Title
Signature	Date