**TITLE:** [ This is the formal Job Title including abbreviations. ]

**JOB SUMMARY:**

[ This summarizes the purpose of this role. ]

**REPORTING:**

[ This indicates the general reporting relationships associated with this position. ]

**KEY PERFORMANCE INDICATORS** **(KPI):**

[ There will be two to five KPI’s for each position. Think of the KPI as the focal point of your role, or win-loss record. These are ***significant*** items that indicate whether you are doing your job successfully or not. An evaluator or manager would spend most of an annual review assessing whether you are achieving these items. In the case of specific metrics like job profitability, your performance would be benchmarked against the company’s performance and other people in the same or similar role. ]

**JOB COMPETENCIES:**

[ These identify areas or capabilities in your working life that if done well, help you succeed in attaining your KPI’s. These would help focus necessary training for your growth in this role. ]

**DUTIES & RESPONSIBILITIES:**

[ These describe the day-to-day activities required to perform your work and support your teammates. These are not considered key performance indicators; however, they are requirements of your job. ]

**SKILLS & CERTIFICATIONS:**

[ These are similar to job competencies; however, they itemize specific skills or certifications. They identify requirements to be eligible for and to perform the functions of the job successfully. ]

**PRIVILEGES & AUTHORIZATIONS:**

[ These give specific authorizations of this position. ]

**WORKING CONDITIONS:**

[ This describes the general working conditions one could expect for this position. ]

**PHYSICAL:**

[ This describes the physical abilities one needs to perform this role. ]

**HAZARDS:**

[ This describes the hazards associated with this role. ]

**COMPENSATION:**

[ This describes the compensation package associated with this job. ]