

Job Description Template

JOB TITLE: _____

DEPARTMENT: _____

REPORTS TO: _____

EFFECTIVE DATE: _____

In this section, enter the Job Title for the position being described, the department in which the person in the position operates, whom the employee will report to, and the effective date of the position description. If desired, also indicate the effective date of the prior description (e.g., Replaces description dated 3/4/2019).

POSITION TYPE: Full Time Part Time Executive Management Non-Management

COMPENSATION TYPE: Salaried Commission Only Salary + Commission

In this section, enter the Position Type and Compensation Type. Modify the choices as necessary for your organization.

JOB SUMMARY:

In this section, enter a general overview of the position's primary responsibility area(s), including supervisory roles and reporting status. Also, include high level roles or tasks. Do NOT include specific job duties here.

The [Job Title of position] has primary responsibility for [general area of big-picture responsibility]. The [Job Title of position] will directly manage and supervise [description of subordinate] employees and will report directly to [Job Title of immediate supervisor]. The [Job Title of position] will be responsible for [brief summary of high-level roles or tasks].

PRIMARY RESPONSIBILITIES:

The [Job Title of position] will:

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In this section, enter specific job duties and expectations. Begin each specific task listing with an action verb (e.g., Manage, Oversee, Establish, Supervise, Create, Develop, etc.).

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EXPERIENCE:

The [Job Title of position] will have an appropriate combination of skills and experience necessary to perform the responsibilities of the position and attain established goals and objectives. In addition, the [Job Title of position] must be experienced in all aspects of [Primary job role], as well as successfully:

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In this section, enter specific areas of key necessary experience for the position. If a minimum level of years of experience for each item is required, be sure to include that. Begin each specific task listing with an action verb (e.g., Selling, Supervising, Managing, Establishing, Developing, etc.).

REQUIRED SKILLS/CAPABILITIES:

The [Job Title of position] will possess:

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In this section, enter specific key skills and capabilities required for success in the position. This should be broad-based (e.g., strong leadership and supervisory skills, excellent written and verbal communication skills, excellent organizational skills, etc.).

SUCCESS METRICS:

Success as the [Job Title of position] will be measured by metrics that include, but are not limited to:

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In this section, enter key quantifiable and trackable metrics by which performance and success can be measured from one reporting period to another. Most of these metrics should be trackable in your CRM system. Include primary big picture metrics the person in the position can control in large part. Do not include items the person in the position cannot influence by direct performance and individual effort ; however, team metrics can be included if the person in the position contributes to the teams overall results.

EDUCATION AND EXPERIENCE:

The [Job Title of position] will possess:

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In this section, enter specific education and experience requirements. This might include a required level of education and minimum number of years of applicable experience in key areas as noted in a previous section. Also, include any required licensing or credentialing. If variable levels of education and experience can be combined, indicate this with a statement such as "...or acceptable levels of combined education and experience suitable for success in the position."