

# Job Description Form

Description of Position	
Job Title:	Date:
Incumbent:	Employment Status:
Department:	Regular <input type="checkbox"/>
	Temporary <input type="checkbox"/>
Supervisor's Name/Title:	Full-Time <input type="checkbox"/>
	Part-Time <input type="checkbox"/>
Supervisor's Phone:	Intern <input type="checkbox"/>
	Reg. Hours Worked: _____ /Week
	Exempt <input type="checkbox"/> Non-exempt <input type="checkbox"/>

A position description is written to describe work currently organized and performed by a fully qualified employee (who may possess knowledge, skills, and experience required by the position). One should be on file for each regular full- and part- time position. Attach a copy of the last position description prepared for this position.

When was the last time this position description was updated? \_\_\_\_\_

What is the overall purpose and objective of this position (Explain why this position exists)?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List, in order of importance, the major responsibilities of this position and estimate the percentage of time spent on each responsibility (the main function of the job may or may not be the one where the most time is spent).

1:		
		%
2:		
		%
3:		
		%
4:		
		%
5:		
		%
6:		
		%

