

## JOB DESCRIPTION FORM

Position Description			
Job Title:		Date:	
Incumbent:	Employment Status:		
	Regular	<input type="checkbox"/>	
Department:	Temporary	<input type="checkbox"/>	
	Full-time	<input type="checkbox"/>	
Supervisor's Name/Title:	Part-time	<input type="checkbox"/>	
	Intern	<input type="checkbox"/>	
		Reg. hours worked:	wk
		Exempt <input type="checkbox"/>	Non-exempt <input type="checkbox"/>
<p>A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses 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.</p>			
When was the last time this position description was updated? Date:			
What is the overall purpose and objective of this position (why does the position exist)?			
List in order of importance the major responsibilities of the job 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.			%
	Total:		100 %
Is this position closely, moderately, or minimally supervised?			
Please explain:			