

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
<p>This 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. The position description sets out the requirements of the position in the following format:</p> <ul style="list-style-type: none"> Key performance indicators Areas of responsibility Tasks and activities 			
The overall purpose and objective of this position is: <i>(why does the position exist)</i>			
<p>The key areas of responsibility and key performance indicators for this position are: <i>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).</i></p>			
1.		%	
2.		%	
3.		%	
4.		%	
5.		%	
6.		%	
		Total:	100 %
<p>Goals and targets: <i>Insert specific goals and targets here (if using)</i> <i>Eg. Must achieve sales of \$xxx by [date]</i></p>			