

**WORKSHEET 7 ■ Basic Job Description Forms**

**TEMPLATE A**

Job title: \_\_\_\_\_ Salary range: \_\_\_\_\_

Department: \_\_\_\_\_ Reports to: \_\_\_\_\_

Position summary: \_\_\_\_\_

**Essential Functions**

**Percentage of time spent on each**

- |          |         |
|----------|---------|
| 1. _____ | _____ % |
| 2. _____ | _____ % |
| 3. _____ | _____ % |
| 4. _____ | _____ % |

**Other Functions**

- |          |         |
|----------|---------|
| 1. _____ | _____ % |
| 2. _____ | _____ % |
| 3. _____ | _____ % |

**Minimum Job Requirements**

Education: \_\_\_\_\_

Experience: \_\_\_\_\_

Specific skills: \_\_\_\_\_

Specialized knowledge, licenses, etc.: \_\_\_\_\_

Supervisory responsibility, if any: \_\_\_\_\_

Working conditions: \_\_\_\_\_

**TEMPLATE B**

Title: \_\_\_\_\_ Grade: \_\_\_\_\_

Work location: \_\_\_\_\_ FLSA status: \_\_\_\_\_

Date created: \_\_\_\_\_ Job summary: \_\_\_\_\_

**Essential Functions**

**Physical and Environmental Conditions**

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

**Required Knowledge, Skills, and Abilities**

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

**Education and Experience**

- |          |
|----------|
| 1. _____ |
| 2. _____ |
| 3. _____ |

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

**WORKSHEET 7 ■ Basic Job Description Forms (Cont.)**

**TEMPLATE C**

1. **Who?** (the position or incumbent) \_\_\_\_\_
2. Does **what** work? (including review of others' work) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - a. essential \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - b. nonessential \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. **Where?** \_\_\_\_\_
4. **When?** (or how often) \_\_\_\_\_
5. **Why?** (purpose or impact of work) \_\_\_\_\_
6. **How** is work accomplished? \_\_\_\_\_