

Date completed/ revised: DD/MM/YYYY

Position Details

Title	Insert title, not individual's name
Reports To	Insert title, not individual's name
Department	
Position Number	Available from HR. 2490. Job Opening Spreadsheet
Position Status	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-going <input type="checkbox"/> Term Term End Date (if applicable): DD/MM/YYYY
Eligible for Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments if applicable
Overtime Exemption Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Variable Compensation	<input type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Shift Premium <input type="checkbox"/> Car Allowance <input type="checkbox"/> Not applicable
Hours per Week	Insert actual expected hours of work per week, excluding breaks or lunch/week
Location	
Job Classification	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row <input type="checkbox"/> Clerical <input type="checkbox"/> Administrator <input type="checkbox"/> Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP
Salary Range	Insert salary range, or insert: "As per Job Classification"
Direct Reports	As of DD/MM/YYYY but subject to change, position is responsible for <input type="text"/> number direct reports, as follows: ♦ <input type="text"/> Title. Insert additional bullets as required <input type="checkbox"/> Not Applicable

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!

Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

- d.
- 2. Insert high-level responsibility. Example: Project management Example 20%**
- a. List key tasks associated with that responsibility
- b.
- c.
- d.
- 3. Insert high-level responsibility & %**
- a. List key tasks associated with that responsibility
- b.
- c.
- d.
- 4. Insert high-level responsibility & %**
- a. List key tasks associated with that responsibility
- b.
- c.
- d.
- 5. Insert high-level responsibility & %**
- a. List key tasks associated with that responsibility
- b.
- c.
- d.

Job-Related Technical Skills

List up to 10 technical skills and level required to perform the duties of the job. Deleted unused rows.

	Skills	Advanced	Intermediate	Basic
1	Example: Developing marketing strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Example: Processing Accounts Payable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Example: Processing month end	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Example: Report writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Example: Troubleshooting Help Desk requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This page is not available for preview.
Sign up for a free Trial and download this template now! Link in footer.

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

Position Success Traits

List the success (behavioral) traits required to be successful in this position (no more than 8). These are in addition to the Core Company Success Traits, which are required for all positions.

	Position Success Trait	Required Level	
		High	Standard
1	<p>Example: Creativity/Innovation</p> <ul style="list-style-type: none"> ◆ Thinks outside the box. Challenges status quo and traditional “the way things have always been done” thinking. ◆ Applies original thinking in approach to job, and other processes, methods, systems, products or services. ◆ Engages in responsible dialogue and brainstorming to develop new ideas and unique solutions to problems. ◆ Continuously seeks ways to improve all aspects of the Company. 	<input type="checkbox"/>	<input type="checkbox"/>
2	<p>Example: Teamwork/Collaboration</p> <ul style="list-style-type: none"> ◆ Works cooperatively and effectively with others to set goals, resolve problems and make decisions. ◆ Promotes collaboration and interaction. Works effectively with people with different abilities and perspectives. ◆ Resolves conflict quickly and lets it go. ◆ Shares information. ◆ Supports team members. Makes time for celebration. 	<input type="checkbox"/>	<input type="checkbox"/>
3	<p>Insert next success trait</p> <ul style="list-style-type: none"> ◆ Point 1 ◆ Point 2. Insert additional bullets as required. 	<input type="checkbox"/>	<input type="checkbox"/>
4	<p>Insert next success trait</p> <ul style="list-style-type: none"> ◆ Point 1 ◆ Point 2. Insert additional bullets as required. 	<input type="checkbox"/>	<input type="checkbox"/>
5	<p>Insert next success trait</p> <ul style="list-style-type: none"> ◆ Point 1 ◆ Point 2. Insert additional bullets as required. 	<input type="checkbox"/>	<input type="checkbox"/>
6	<p>Insert next success trait</p> <ul style="list-style-type: none"> ◆ Point 1 ◆ Point 2. Insert additional bullets as required. 	<input type="checkbox"/>	<input type="checkbox"/>

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.



7. Example: Repetitive use of hands or feet
8. Example: List any special hazards

Not Applicable

Physical Abilities:

1. Example: Must be able to lift 100 lbs. frequently throughout the work day
2. Example: Must be able to accommodate changing work shifts, including midnight to 7:00 am
3. Example: Must be able to reach supplies located on 6 ft. shelves
4. Example: Must be able to crawl through small spaces
5. Example: Must be able to remain in confined spaces as small as 4 foot by 8 foot for up to several hours
6. Example: Must be able to run at high speeds for up to 3 minutes

Not Applicable

Other/Comments

Insert any additional information here, if required. Delete this section if not needed.

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.