

Role responsibilities

List the top 5 responsibilities/tasks of the job. What percent of working time (overall) should be spent on each task?

Key responsibilities (prioritized):	% of time:
1. _____	%
2. _____	%
3. _____	%
4. _____	%
5. _____	%
 List any lower priority responsibilities:	
_____	Lower priorities (combined): %
_____	TOTAL: 100%

Skills and competencies

What skills, abilities, and competencies does the candidate need to fulfill the responsibilities?

Skills	Competencies	Adjacent skills
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Skill: A proficiency earned through training or experience (e.g., using Excel)

Competency: A broad collection of skills and knowledge (e.g., managing a team)

Adjacent Skills: A useful skill related to a core skill or competency (e.g., a finance expert learning about data analytics); helps organizations increase flexibility and innovation.

Success metrics

How will the person's work be measured?

Minimum requirements

List any required experiences or education
