

## Position Description Worksheet

Name of Company \_\_\_\_\_

Type of Position \_\_\_\_\_ Date \_\_\_\_\_

Reports to \_\_\_\_\_

### Role, Responsibilities, Expectations:

**Role:** The **role this person will play** as a member of the team

**Responsibilities:** The **people or activities** this person will be responsible for in connection with their role

**Expectations:** The **results** they can be expected to achieve in their role

**Role:**

**Responsibilities:**

**Expectations:**