



Baylor University

## Job Description Worksheet

Date:

Department:

Manager:

Position:

Employee:

### Position Summary

**Position Summary:** Please describe, in 2-4 sentences, the primary purpose of this position.

### Primary Responsibilities

Please list up to five of the primary responsibilities, based on percentage of time, from most to least. The percentages must total 100% and should not be smaller than 5% or greater than 50%.

Use the description box to list the specific duties/tasks needed to successfully manage the applicable responsibility.

#### 1. Responsibility:

Description:

% of Time

#### 2. Responsibility:

Description:

% of Time

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## 3. Responsibility:

Description:

% of Time

## 4. Responsibility:

Description:

% of Time

## 5. Responsibility:

Description:

% of Time

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## Lead/Supervisory/Management Responsibility

If this position has no lead/supervisory/management responsibilities for others, please check here:

Please indicate the number of employees reporting to this position on a regular basis. If there are five (5) or less direct reports, enter their job titles below and select the option that best describes your supervisory and "direction of work" responsibilities.

# of direct reports  
(Exempt/Nonexempt):

#of indirect reports  
(Exempt/Nonexempt):

# of wage payroll, student, and/or  
temporary employees or volunteers:

### Direct Reports

Job Title	# of employees

Please select the option that best describes your lead, supervisory, or management responsibilities.

Responsibilities limited to leading and directing the work of wage payroll, student, and/or temporary employees, or volunteers.

Minimal or no supervisory responsibilities. As a technical/functional expert, may serve as a lead over other employees. Responsibilities may include training, directing or assigning work, providing input for evaluation of performance, assisting in the hiring of employees, etc.

Supervisory responsibilities within a department or functional area. Responsibilities include coordinating, directing and assigning work and may also include participation in interviewing and selecting staff, evaluating employee performance including making recommendations regarding pay, performance, and disciplinary action.

Full management position responsible for managing people within a department, unit, and/or subdivision. Responsibilities include workforce planning, authority for hiring/firing, interviewing, selecting, and training staff, making decisions regarding pay, performance and disciplinary action, etc. (typically assigned to a Manager profile).

## Comparable Peers

*Optional* Enter the name, job title and level for employees in peer positions within the work unit. Peer positions are those performing similar work within the work unit.