

Creating a Personal Job Description Exercise

(Updated: June 16, 2017)

For an actual entrepreneurial concept you have, or for a small business you've been assigned, please develop a personal job description for when you'll be the new leader of that enterprise.

Remember: job descriptions don't have to be full of long paragraphs, or even very long. A few key bullet points can make a job description both motivating *and* concise. *Good luck!*

Job Description for:					
Company Name				Type of Company	
Your Job Title			Location		Date: <input type="text"/>
Job Objectives (Contribution to Company Vision)					
Responsibilities (in priority order)					
Indications of Top Performance					
Reporting Relationships					
Required Behaviors					
Qualifications					