**Creating a Personal Job Description Exercise**

(Updated: April 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!*

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| **Job Description for:**  |
| Company Name |  | Type of Company |  |
| Your Job Title |  | Location |  | Date: |  |
| Job Objectives (Contribution to Company Vision) |  |
| Responsibilities (in priority order) |  |
| Indications of Top Performance |  |
| Reporting Relationships |  |
| Required Behaviors |  |
| Qualifications |  |