

VSTA Detailed Job Description Worksheet



Name:		Date:	
Company:			

How to use this template:

The Detailed Job Description provides you an opportunity to describe your ideal employee. Think of the best jobs you've had. Were your daily responsibilities clearly communicated to you? Were expectations defined?

The best employees seek the best jobs, because the best jobs allow them to meet expectations and be responsible for their area of expertise without micro-management. You get the **freedom to do what only you can** because your employees know exactly what they are supposed to be doing each day, week, month, etc.

Step 1 - Define the role

Business leaders wear lots of hats. What are you ready to take off and hand over forever. Describe the work in general that you want to hire for? Are you hiring someone to sell for you? To manage a process? To produce a widget? Is this a senior role or an entry-level position? Give the job you want done a name.

Define the role you are hiring for.



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Step 2 - Write a paragraph describing your ideal candidate

Think carefully about the person you want doing this job. Write a paragraph describing them. Look carefully at your core values and describe the personality traits this person will need to be a good fit for both the position as well as your company? What credentials or qualifications must they have to do the job? How will they be rewarded for a job well done?

Write a paragraph describing your ideal candidate for this position.

Step 1 - Describe what they will be responsible for and what your expectations are

Now create a list of job functions you want them to do on a Daily, Weekly, Monthly, Quarterly, and Yearly basis. Be specific about what you expect them to do. Don't leave room for interpretation.

What will this person do daily?

What will this person do weekly?

What will this person do monthly?

What will this person do quarterly?

What will this person do yearly?