

Tool 24A – Reformulate the Job

YOUR JOB, IN YOUR OWN WORDS

Explain your job in your own words so your manager can understand what you know and what may still need clarification.

Employee Name:

Job Title/Department:

Date:

HOW TO USE THIS WORKSHEET

Complete each section in your own words. Focus on what you understand about the job and clearly identify anything that still needs explanation.

Q1 What is your job?
Write here:

Q2 What are your most important responsibilities?
Write here:

Q3 What should you do at the beginning of your shift?
Write here:

Q4

What should you do before leaving your shift?*Write here:*

Q5

What does successful performance in your job look like?*Write here:*

Q6

What parts of the job are you still unsure about?*Identify the parts that need clarification*

Q7

What questions or information do you still need clarified?*List the questions or information you still need*

FINAL REVIEW

Before submitting, review your answers to make sure they accurately describe what you understand about your job and clearly identify anything that still needs explanation.