

# Form: Position Profile

POSITION TITLE		DEPARTMENT:	INCUMBENT:	UPDATED:
PURPOSE:				
REPORTS:	# Direct			
	# Indirect			
<b>SPECIFICATIONS:</b>				
Education:	Ideal			
	Min Req.			
Experience:	Work			
	Specific			
Specific Skills:	Technical			
DEVELOPMENT:	Within role			
PROFILE:	Rating	Objective	Quality requirement	Measure
1.			• • •	
2.			• • •	
3.			• • •	
4.			• • •	
5.			• • •	
Avg. rating		1 = not meeting requirements; 2 = meeting some requirements; 3 = meeting all requirements; 4 = exceeding some requirements; 5 = constantly exceeding requirements		
Both parties need to sign this document in agreement of the objectives and measures that will be applicable. The same document will be utilized for rating and the employee will sign in acknowledgement of having had a performance review and understanding the outcome.				
Manager: Sign & date		Comments:		
Employee: Sign & date		Comments:		