

JOB DESCRIPTION TEMPLATE

Job Information

Job Title: _____

Department: _____

Reports To: _____

Job Code: _____

FLSA Status: Exempt Non-Exempt

Date Prepared: _____ day of _____, 20_____

Job Summary:

Key Responsibilities:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Qualifications:

Education:

Experience:

Skills:

Certifications/Licenses:

Physical Demands and Work Environment:

Performance Metrics/Expectations:

Approval:

Hiring Manager Signature: _____

Date: _____ day of _____, 20 _____

Hiring Manager Name (Printed): _____

HR Representative Signature: _____

Date: _____ day of _____, 20 _____

HR Representative Name (Printed): _____