

Job Evaluation Template

JOB TITLE:

* Please also provide an organisation chart indicating the jobs relative placing in the structure.

SERVICE:

DIVISION:

REPORTING TO (JOB TITLE):

DIRECT REPORTS:

Job Title(s)

INDIRECT REPORTS:

Job Title(s)

JOB PURPOSE:

KEY OBJECTIVES:

WORKING ENVIRONMENT:

PHYSICAL CO-ORDINATION:

PHYSICAL EFFORT:

MENTAL SKILLS:

CONCENTRATION:

COMMUNICATIONS:

DEALING WITH RELATIONSHIPS:

RESPONSIBILITY FOR EMPLOYEES:

RESPONSIBILITY FOR SERVICES TO OTHERS

RESPONSIBILITY FOR FINANCIAL RESOURCES:

RESPONSIBILITY FOR PHYSICAL AND INFORMATION RESOURCES:

INITIATIVE AND INDEPENDENCE:

KNOWLEDGE:

ANY OTHER RELEVANT INFORMATION: