

Job Description

Management || Worksheet

General Information:

Name: _____ Employee Title: _____
Supervisor Name: _____ Supervisor Title: _____
Meeting Schedule: _____ Evaluation Timeframe: _____
Compensation Review Dates: _____

Employee Responsibilities:

Functional Areas:

Projects:

Processes & Systems:

Tasks:

Supervisory Responsibilities:

What must this employee do to get a raise?

