

1	Name & Date	
	Job Position & Who I Report To	
	Purpose of this Job What you do & Why it matters	

2	Functional Accountabilities	Rate	Comments

3	Skills, Traits & Comptencies	Rate	Comments

4	Metrics/KPI's	KPI	SG (A+)	Green	Yellow	Red
					Between G/R	
					Between G/R	
					Between G/R	

5	Core Values	Rate	Comments

Note: Rate on a scale of 1 - 10.

Adapted from Geoff Smart <https://geoffsmart.com/smarttools>