

JOB DESCRIPTION CHECKLIST



COMPANY OVERVIEW

- Brief overview of company
- Core Values
- Mission Statement
- Vision for the future
- Size of Company
- Company Culture
- Products or services
- Awards and recognitions
- Company Structure

THE ROLE

- Purpose of the role
- Where it's based
- Who it reports to
- Main accountabilities

KEY RESULTS REQUIRED

- Cover results required in the short-term
- Medium-term
- Long-term

EXPERIENCE REQUIRED

- Essential skills
- Desirable Skills
- Previous experience (time in similar role)

DIVERSITY & INCLUSION STATEMENT

KNOWLEDGE REQUIRED

- Essential knowledge
- Desirable knowledge

QUALIFICATIONS

- Essential
- Desirable

COMPETENCIES REQUIRED

- Provide examples (e.g. decision making, strategic thinking, communication skills)

INFLUENCERS

- Internal influencers (e.g. Owners, NED)
- External influencers (e.g. investors)

REWARD PACKAGE

- Salary range
- Bonus information
- Benefits package
- Holiday allowance
- Additional add-ons