

HIRE BETTER, FASTER — SESSION 3

Position Description Worksheet

Complete one position description during this session.

Name

Business

Position Title

Work through each step in order during the session. Write for the real role in your real business. At the end, use the Position Description skill to produce the full formatted document.

1 Position Purpose — Why Does This Role Exist?

One to three sentences. Not what they do — why the business needs this position.

2 Key Accountabilities — 3 to 5 Outcomes the Person Must Achieve

Write what must be achieved, not what they will do. Each accountability is an outcome. Include Safety and Compliance as your final accountability — it is in every position description.

1

Indicators of Effectiveness — how will you know this is being achieved?

2

Indicators of Effectiveness — how will you know this is being achieved?

3

Indicators of Effectiveness — how will you know this is being achieved?

4

Indicators of Effectiveness — how will you know this is being achieved?

5

Safety and Compliance — Maintain safe work practices and comply with all relevant policies, procedures, and legislation.

Indicators of Effectiveness — how will you know this is being achieved?

3

Responsibilities — What They Do to Achieve Those Outcomes

List the tasks and actions under each timeframe. These are the HOW — not the WHAT.

Daily	Weekly	Monthly	Occasional

4 Necessary Skills — Competence

Must Have = non-negotiable from day one. Nice to Have = valuable but trainable.

Must Have	Nice to Have

5 Type of Person — Character

Who has been successful in this role before? What traits did they share? Think attitude, communication style, and values — not just qualifications.

Session 4 connection: After completing the Reverse DISC profile in Session 4, add the behavioural pattern required for this role here. That profile feeds directly into your interview questions in Session 7.

Now Review It Backward — Steps 5 Back to 1

Writing forward reveals the structure. Reviewing backward reveals the gaps.

5→4	☐	Do the skills required match the accountabilities you wrote — not just the tasks?
4→3	☐	Do the responsibilities logically lead to each accountability being met?
3→2	☐	Does each indicator directly and measurably link to its accountability?
2→1	☐	Are all accountabilities outcomes, not task lists? Are there 3 to 5?
1	☐	Does the purpose still accurately describe why this role exists?

Between Now and Session 4

Run the Position Description skill to produce your full formatted document.

Bring your completed position description to Session 4 — it feeds directly into the Reverse DISC job profile.