

Position Description Template

1. Position Description

Position title:
Reports to (position):
Location:
Name of person in the roles (if applicable):
Date:

Primary purpose of the position:	
Specific accountabilities	Performance measure

2. Supervisor verification

I verify that the above is an accurate reflection of the position at the current time.

Supervisor's name

Signature

Date:

Supervisor

3. Person in role verification

I agree that the above accurately reflects my understanding of the position at the current time.

Name of person in role

Signature

Date:

Person in role