

Template - Job Description

HR01

Job title

Strategic business focus

(A short statement reflecting farm goals)

Purpose of position

(A short summary of the role)

Reporting lines

(Who does the person report to and who reports to them?)

Hours of work

Special requirements

(Any unique requirements of the job)

Responsibility areas/tasks/duties	Level	Performance measure	Employee rating	Employer rating	Agreed rating	Additional comments

Key

Level: R = Responsible A = Assists

Rating: 1 2
 Unacceptable performance

3 4
 Acceptable performance

5
 Exceptional Performance

Responsibility areas/tasks/duties	Level	Performance measure	Employee rating	Employer rating	Agreed rating	Additional comments

Key

Level: R = Responsible A = Assists

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 Exceptional Performance

Training and development required

How can your manager help you to improve your job performance?

Amendments to be made to job description

What needs to be changed in the job description to more accurately reflect the work carried out in the job?

Any points of disagreement remaining after discussion?

Staff member to complete

Staff member's signature

Manager's signature

Date

Date

These job description templates include columns pertaining to performance management. Not all job descriptions include performance management standards, however, including them from the start of the employment relationship can help to communicate performance expectations.