

# **Employee and Supervisor Checklists**

## **Employee Checklist**

It is important that you, the employee, review the proposed position description to ensure that it is accurate to the specific position, it is written in the correct format, and it clearly communicates the necessary information.

- ✓ Does the position purpose accurately summarize the reason for the position?
- ✓ Does the position description include information that would be specific do the job?
- ✓ Do the duties and responsibilities accurately reflect the position without being tailored to me as an employee?
- ✓ Is the position description written in my own words, or did I simply copy information from the DOER website?
- ✓ Does the proposed position description accurately reflect how the position has permanently changed?

## **Supervisor Checklist**

It is important that you, the supervisor, review this checklist to ensure that you and the employee have the same perspective on the position that is accurately represented on the proposed position description.

- ✓ Does the overall position description accurately reflect the position without being tailored to an individual?
- ✓ Do the duties and responsibilities described accurately reflect those of the position without taking into consideration the performance of the specific employee?
- ✓ Do the position changes in the proposed position description accurately reflect the changes that have occurred to adapt to the organizational or departmental needs?
- ✓ Does the proposed position description accurately reflect how the position has permanently changed?
- ✓ Do you agree with everything that the employee included in the proposed position description?
- ✓ Is the position description written in the employee's own words, or did the employee simply copy the information from the DOER website?
- ✓ Do the dimensions in the proposed position description accurately reflect the budget and clientele of the position?
- ✓ Does section B of the proposed position description accurately and appropriately reflect the discretion and priorities of the principal responsibilities and tasks?
- ✓ Do the percentages of time figures accurately represent the amount of time that the employee should be spending on each responsibility?
- ✓ Are the described relationships accurate to what the position requires?
- ✓ Does section C of the proposed position description accurately reflect the position's problem solving procedures and ability to freely act?
- ✓ In section C of the proposed position description, are there any unnecessary or missing knowledges, skills, or abilities required to perform the job at a minimally accepted standard?
- ✓ Do you have additional comments on about the position not reflected in the position description that should be included in the cover letter?