|  |  |
| --- | --- |
| A Position Description provides information on the added value of a position to the University of Alberta. A Position Description consists of the form below AND a current organizational chart. | For assistance with this form or the evaluation process, please contact your HR Service Partner or [job.evaluation@ualberta.ca](mailto:job.evaluation@ualberta.ca). Completed Position Descriptions can be forwarded in PDF format to [job.evaluation@ualberta.ca](mailto:job.evaluation@ualberta.ca). |

**POSITION INFORMATION**

Is this a new or existing position: Choose an item.

*If existing,* please list position number(s): Click here to enter text.

*If existing and currently occupied,* please list Incumbent Name:Click here to enter text.

*If new,* how many position numbers are you requesting: Click here to enter text.

Faculty/Department:Click here to enter text.

Department ID: Click here to enter text.

Working Title: Click here to enter text.

Position Type: Choose an item.

*If temporary (TLAPS, Temp MAPS, or Temporary Support), please indicate length of appointment:* Click here to enter text.

FTE (Full Time Equivalency - example: 1.0, 0.5, etc): Click here to enter text.

Direct supervisor of position: Click here to enter text.

Effective Date *(date that evaluation becomes effective):* Click here to enter a date.

Have you attached a recent org chart? Click here to enter text.

**SIGNATURES:** The signatures below indicate that all parties have read and understand the information in this Position Description. Please click [here](https://docs.google.com/document/d/1B3_9HEVzjRwYhLyqKyiRUC-C0tPHOteg_bYF1FFxoJI/edit) for further details on who needs to sign.

**INCUMBENT (if applicable)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name Signature Date*

**SUPERVISOR/MANAGER (if applicable)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name Signature Date*

**FINANCIAL AUTHORIZATION/DEPARTMENT HEAD/TRUST HOLDER**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name Signature Date*

**PURPOSE:** Give a brief summary of the position covering the main responsibilities, the framework within which the position has to operate, and the main contribution to the organization.

Enter text here.

**RESPONSIBILITIES:** The purpose of the position can be described by identifying key responsibility areas. Responsibilities should indicate accountabilities, the framework within which the position operates, and the impact to the organization. A position may have 4-7 key responsibility areas; these responsibility areas typically have 3-5 associated activities.

Enter text here.

**SCOPE:** List specific information that illustrates what internal or external areas the position impacts, and the diversity and complexity of the position (the context in which the position operates). Examples would include: budget amount, staffing numbers, client groups, and reporting structures.

Enter text here.

**KNOWLEDGE, SKILLS AND ABILITIES:** Provide a list of the most important knowledge, skills and abilities including knowledge about practical procedures, specialized techniques, analytical and conceptual skills, and abilities and skills needed for interaction with others. Specify the level (or type) of post-secondary education that is required.

Enter text here.

**ORGANIZATION CHART:** An organization chart must be included, indicating supervisor, peers and other positions in the area/unit. A position evaluation can not be completed without a current organization chart included. You may include this as a separate attachment or file may be pasted/embedded below.