



My Job Description

How are new hires welcomed, prepared to become a good citizen of your organization, and supported to get to productivity as quickly as possible?

My title	
What I do	<i>A few high-level sentences about the nature of the role</i>
Why I'm here	<i>How this role fits into the broader mission/goals of the company.</i> <i>- Turn up the pathos, logos, and ethos!</i>
Stakeholders	<i>Who should provide input, be kept updated on a regular basis, and be regular thought partners</i> <i>- Name, relationship to work/when to use</i> <i>- Name, relationship to work/when to use</i> <i>- Name, relationship to work/when to use</i> <i>- Name, relationship to work/when to use</i>

Core Responsibilities

P0's/Glass Balls	<i>the most important things to definitely get right / prioritize over other things, these are the things that if dropped will meaningfully break things</i>
P1's/Rubber Balls	<i>The other important things to get right, but not at the expense of P0's, these are the things that if dropped are more resilient</i>
A great job	<i>What does true excellence look like? How will success be measured? Use examples if they're available to paint a very specific picture.</i>
A not-so-great job	<i>Show what *not* to do, to help bring even more clarity to what great work looks like.</i>
Top skills	<i>The talents and skills I lean on to do a great job</i>

Getting it done

The joys	<i>What's joyful about having this job at this company</i>
The challenges	<i>What's challenging about having this job at this company</i>



What I teach the org	<i>The special thing you bring to our team/company</i>
What I learn from the org	<i>How you'll grow by working on this team/at this company</i>

Changelog

What changed	Minor or major change?	When it changed	How it changed
Thing that changed		<i>date</i>	<i>The details</i>
Thing that changed		<i>date</i>	<i>The details</i>
Thing that changed		<i>date</i>	<i>The details</i>

 @koolaidco

 koolaidfactory.com

 hikoolaidco@gmail.com

Say hey. Share ideas and feedback. Don't be shy.

✨ Template inspired by Michael Grinich ✨