



Job Description Template

An AI-Prompt to Help You Speed-Build Job
Descriptions and Key Roles for Your Business

Presented by
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An Awesome Job Description Template to Help You Build a Powerful, Confident Team

Having an AI prompt to build your business systems isn't going to prevent you from having to read, understand these job descriptions to ensure they are workable and practical. AI only works as well as you do, but by offering a clear description of your business, its current operational capacity and general financial picture, then by inserting this template along with a request to develop job descriptions for key roles, you'll start to have some powerful tool in place to build stability and clarity over time.

You still need to read it for yourself and ensure it applies and can be put into action.

You'll still need to ensure any team members coming onboard your team read and understand and are able to apply it, too. But go ahead and leverage some of what we've already done for you to get AI crunching on what the world has already figured out, and start building a power team to take your business where you want it to go!

Job Description

Position:

Direct Senior:

Purpose of the job:

- 1.
- 2.

Contribution to the overall purpose of the business:

Tasks, duties and responsibilities:

- 1.
- 2.

- 3.
- 4.
- 5.
- 6.
- 7.

Products and performance expected:

Key performance indicators (KPIs) related to the position:

- 1.
- 2.

Current and future challenges attached to this job:

- 1.
- 2.
- 3.

Technical competence required for the post:

- 1.
- 2.
- 3.
- 4.

Experience required for the position:

- 1.

Soft skills required for the position:

- 1.

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Teamwork competencies required for the position:

Wages or salary:

Bonus Structure based on performance:

Make It Practical and Come Back Often

You'll need to make sure this is a good fit, edit it to support your business structure for where it is at. And MOST importantly, even once you have shared this with a new onboarding team member, and ensured they understand what it says, you will have to consistently, persistently, come back and review this to make sure it works.

Life is confusing, people are generally quite courageous and well-intentioned, but repetition and review will streamline and improve this to make it a workable and powerful tool to take your business well into its prosperous future! You can easily use Odoo's Appraisal app to schedule regular performance reviews and feedback opportunities to build on what has been learned and continue to refine and improve as you grow!