



RCT Job Definition Worksheet v1

(Working) Internal Job Name	Date
What The Job Is	
We're Hiring For This Job Because:	
We'll Know This Job is Being Done Well By:	
The Most Important Responsibilities Of This Role are: • One • Two • Three	
Success In The Job	
Full Member Of The Team: After Four Months in the Job, We Expect The New Hire to be Accomplishing/Have Accomplished the Following Five Things: • One • Two • Three • Four • Five	
They'll be accomplishing these things because they display the following behaviours and have the following skills: • One • Two • Three • Four • Five	

Job Definition Worksheet

Halfway There: After Two Months in the Job, We Expect The New Hire to be Accomplishing/Have Accomplished the Following Five Things:

- One
- Two
- Three
- Four
- Five

They'll be accomplishing these things because they display the following behaviours and have the following skills:

- One
- Two
- Three
- Four
- Five

Knows The Basics: After One Month, We Expect The New Hire to be Accomplishing/Have Accomplished the Following Five Things:

- One
- Two
- Three
- Four

They'll be accomplishing these things because they display the following behaviours and have the following skills:

- One
- Two
- Three
- Four

After Two Weeks, We Expect The New Hire to be Accomplishing/Have Accomplished the Following Three Things:

- One
- Two
- Three

They'll be accomplishing these things because they display the following behaviours and have the following skills:

- One
- Two

Job Definition Worksheet

- Three

After One Week, We Expect The New Hire to be Accomplishing/Have Accomplished the Following Three Things:

- One
- Two
- Three

They'll be accomplishing these things because they display the following behaviours and have the following skills:

- One
- Two
- Three

Prerequisites: The Successful Candidate Must Already Be Able To Demonstrate The Following:

People Skill Prerequisites:

Job Skill Prerequisites

Job Definition Worksheet

We'll Evaluate Those Prerequisites In In The Following Ways

Learning Prerequisites: The Successful Candidate Must Demonstrate That They'll Be Able To Learn The Following

People Skill Growth Prerequisites:

Job Skill Growth Prerequisites:

We'll Evaluate Those Prerequisites In In The Following Ways

We'll Support The New Hire During Onboarding In That Growth By Doing The Following