

A dynamic job description is the basic mechanism of this evaluation system. Effective job descriptions are the transfer mechanism for standards, goals, and results. They act as silent supervisors to inform people of the goals, standards, limits resources, decisions, relationships, and information needed to attain performance.

Job Description Components

- A. **Position Title:**
- B. **Position Scope:** The span of control.
- C. **Position Accountabilities:** The summary description of accountabilities pertaining to the position. This usually comprises three to five groups of basic accountabilities that comprise 80-90 percent of the time spent by the incumbent doing the job.
- D. **Current Goal Mission:** Statement of quantified goals. Relationship to overall yearly goals. Institutional or unit goals.
- E. **Decision Analysis:** Description of the types and nature of decision authority needed for accountability and goal attainment. Research indicates decision authority is a key motivational tool. When people know authority is equal to accountability.
- F. **Key Relationship Analysis:** Identification of key internal relationships needed for accountability and goal attainment.
- G. **Informational Analysis:** A statement of information required to attain accountabilities and goal(s).

Standards for Planning and Performance Fiscal Year



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- A. Position Title: _____
 - B. Position's Supervisor: _____
 - C. Position's Scope: _____
 - D. Mission and Goals:
 - 1. Current Mission and Goals
 - 2. Relationship of Mission and Goals to Supervisor's Mission and Goals
 - E. Position's Accountabilities
 - 1. Current Accountabilities
 - 2. Relationship of Accountabilities to Department's or Division's Mission and Goals
 - F. Position's Decision Authority
 - G. Position's Key Relationships
 - H. Position's Performance Standards

 - I. _____ Date _____ Supervisor Date
 - J. Planned Date of Planning and Performance Appraisal: _____

