

JOB DUTIES & RESPONSIBILITIES LOG

Start thinking about what you do in your job. Keep a running log.

Use action verbs (e.g., evaluates, collects, prepares, moves, communicates, etc.); do not use “assists” or “is responsible for”; specify work objectives/outputs; try to use sentences that answer “what” and “why” questions rather than “how.”

Functions & Responsibilities	% Time	Knowledges, Skills & Abilities Required; Special Licenses or Certificates	Equipment/tools/technology or Materials Used

Check to add up to 100%

100%