**To the employee:** This form is intended to assist managers in planning for the challenges of the future. Please fill in all the blanks to the best of your ability. You may be consulted in the future if further clarification is needed. Thank you for your participation in helping our operation run smoothly!

|  |  |
| --- | --- |
| **Name:** | **Position Title:** |
| **How many years have you been in your current position?** | |
| **How long have you been performing your current duties?** | |
| **Please describe your overall job function:** | |

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| --- |
| **Please list and describe your primary duties:**  **1.**  **2.**  **3.**  **4.**  **5.**  **6.**  **7.**  **8.**  **9.**  **10.** |
| **Please describe any interdependent relationships: (who relies on you, and for what?)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Who else can perform your primary duties? (to correspond to the list of “Primary Specific Duties” above):** | | | **Are there written procedures for each of the duties?**  (Enter Yes or No) |
| **1.** | | | **1.** |
| **2.** | | | **2.** |
| **3.** | | | **3.** |
| **4.** | | | **4.** |
| **5.** | | | **5.** |
| **6.** | | | **6.** |
| **7.** | | | **7.** |
| **8.** | | | **8.** |
| **9.** | | | **9.** |
| **10.** | | | **10.** |
| **Are you on any teams or committees? If yes, please describe:** | | | |
| **Do you have external contacts in other organizations? If yes, please identify them, the relationship and contact information:** | | | |
| Enter Name of Contact | Relationship | Contact Information | |
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| Enter Name of Contact | Relationship | Contact Information | |