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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job descriptions | | | | | | | | |
| Three job descriptions needed to be put here with some obligatory elements (as indicated during the workshop): 1. regular worker level, 2. specialist level, 3. managerial level   1. Prioritization of personal characteristics elements | | | | | | | | |
|  | **Knowledge** | | **Skills & Abilities** | | **Experience** | | **Personality** |  |
| Reg. Worker |  | |  | |  | |  | **100** |
| Specialist |  | |  | |  | |  | **100** |
| Manager |  | |  | |  | |  | **100** |
| Commentary:   1. Guidelines for job descriptions | | | | | | | | |
| Job title: | |  | |  | |  | | |
| Reports to: | |  | |  | |  | | |
| Duties/activities | | 1.  2.  3.  4.  5. | | 1.  2.  3.  4.  5. | | 1.  2.  3.  4.  5. | | |
| Responsibility | | 1.  2.  3. | | 1.  2.  3. | | 1.  2.  3. | | |
| Rights | | 1.  2.  3. | | 1.  2.  3. | | 1.  2.  3. | | |
| Qualifications | | | | | | | | |
| *Knowledge* | | 1.  2.  3. | | 1.  2.  3. | | 1.  2.  3. | | |
| *S&A* | | 1.  2.  3. | | 1.  2.  3. | | 1.  2.  3. | | |
| *Experience* | | 1.  2.  3. | | 1.  2.  3. | | 1.  2.  3. | | |
| *Personality* | | 1.  2.  3. | | 1.  2.  3. | | 1.  2.  3. | | |
| Commentary:  Contribution: #1: #2 #3: #4: #5:  Contribution: #1: #2 #3: #4: #5: | | | | | | | | |
| Recruitment (announcements) | | | | | | | | |
| Job announcements needed (3 positions to be put here just as indicated in the section 5) | | | | | | | | |
| #1 | | | | | | | | |
| #2 | | | | | | | | |
| #3 | | | | | | | | |

Contribution: #1: #2 #3: #4: #5: