

Determining Key Responsibilities

How do you define the important tasks of your job? Below are tips to assist you and your manager in determining the top 3-7 Key Responsibilities of your job.

First, gather information like the following:

- Current job descriptions
- Job descriptions of similar jobs in your area

Second, draft your top 3 – 7 Key Responsibilities. Consider questions like the following as you create your list:

- What are the major responsibilities of the job?
- What tasks do you spend the most time on during the day?
- What tasks do you consider to be the most important of the job?
- How often do you do x, y, and z tasks?
- Are different tasks completed depending on the time of year? What are those different tasks?

Third, sit down with your manager to review Key Responsibilities. Consider the following:

- Review the material gathered in Step 1 with your manager
- Review the questions in Step 2 with your manager
- Listen to your manager's perspective on the job, noting similarities and discussing differences

Fourth, finalize your top 3-7 Key Responsibilities. When doing so, consider the following writing pointers:

- Keep them short and sweet, and make sure the statements don't overlap with each other
- Avoid words that are subject to interpretation, like "frequently," "some," "complex," "occasional," and "efficient." Instead, use words like "daily," "bi-weekly," or "two day turnaround"
- Write the statements in the present tense

You're finished! Below are some examples to get you started:

- Develops marketing programs directed at increasing product sales and awareness.
- Writes programming code to develop various features and functionality for commercial software products.
- Designs and develops user interfaces for commercial software products.
- Supervises technical support employees in providing technical support to organization clients.