



Capacity Building  
Solutions

# POSITION CLARITY DOCUMENT



Name: \_\_\_\_\_

Position: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_

<b>5 Core Position Responsibilities (What were you hired/promoted to do?):</b>	<b>5 Performance Metrics/KPIS: (How we will measure your performance?)</b>
<ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li></ul>	<ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li></ul>
<b>5 Positional Values/Behaviors: (How do you need to show up/behave?)</b>	<b>5 Core Technical Skills: (What technical skills do you need to leverage?)</b>
<ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li></ul>	<ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li></ul>
<b>Annual Professional Performance Goals: (What are your top strategic objectives for this year?)</b>	<b>Annual Personal/Professional Development Objectives (What do you need to learn?):</b>
<ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li></ul>	<ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li></ul>

Internal/External Relationships Building Expectations (Who do you need to partner with to be successful?):	Essential Supervisory/Management Responsibilities (Who are you responsible for and to what end?)
• _____	• _____
• _____	• _____
• _____	• _____
• _____	• _____
• _____	• _____

What is going well?

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Where are your performance gaps?

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What changes do you need to make personally/professionally to have a greater impact?

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