



# POSITION CLARITY DOCUMENT

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

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

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

5 Core Position Responsibilities (What were you hired/promoted to do?):	5 Performance Metrics/KPIS: (How we will measure your performance?)
<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>
5 Positional Values/Behaviors: (How do you need to show up/behave?)	5 Core Technical Skills: (What technical skills do you need to leverage?)
<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>
Annual Professional Performance Goals: (What are your top strategic objectives for this year?)	Annual Personal/Professional Development Objectives (What do you need to learn?):
<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>



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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?)
<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>

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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