

# Job Roles Worksheet

**Business Type/Name:**

|  | Role 1 | Role 2 | Role 3 | Role 4 |
|--|--------|--------|--------|--------|
| <i>Enter occupation titles here:<br/>(e.g. doctor, mechanic, sales assistant etc...)</i> |        |        |        |        |

| <b>PEOPLE SKILLS</b>   |  |  |  |  |
|------------------------|--|--|--|--|
| Sensitivity to others  |  |  |  |  |
| Insight into others    |  |  |  |  |
| Openness               |  |  |  |  |
| Respect                |  |  |  |  |
| Speaking               |  |  |  |  |
| Active listening       |  |  |  |  |
| Conversation           |  |  |  |  |
| Persuasion             |  |  |  |  |
| Team membership        |  |  |  |  |
| Team participation     |  |  |  |  |
| Leadership             |  |  |  |  |
| <b>TASK SKILLS</b>     |  |  |  |  |
| Planning               |  |  |  |  |
| Time management        |  |  |  |  |
| Practical skills       |  |  |  |  |
| Computer skills        |  |  |  |  |
| Problem solving        |  |  |  |  |
| Business awareness     |  |  |  |  |
| Customer focus         |  |  |  |  |
| <b>PERSONAL SKILLS</b> |  |  |  |  |
| Learning skills        |  |  |  |  |
| Adaptability           |  |  |  |  |
| Goal setting           |  |  |  |  |
| Initiative             |  |  |  |  |
| Independence           |  |  |  |  |
| Achievement motivation |  |  |  |  |
| Dependability          |  |  |  |  |
| Professionalism        |  |  |  |  |