

Job Roles Worksheet

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|----------------------------|-----------------------------|
| Business Type/Name: | Construction Company |
|----------------------------|-----------------------------|

| | Role 1 | Role 2 | Role 3 | Role 4 |
|--|------------------|---------------------|------------------|-------------------|
| | Architect | Site Foreman | Carpenter | Accountant |

PEOPLE SKILLS

| | | | | |
|-----------------------|--|--|--|--|
| Sensitivity to others | | | | |
| Insight into others | | | | |
| Openness | | | | |
| Respect | | | | |
| Speaking | | | | |
| Active listening | | | | |
| Conversation | | | | |
| Persuasion | | | | |
| Team membership | | | | |
| Team participation | | | | |
| Leadership | | | | |

TASK SKILLS

| | | | | |
|--------------------|--|--|--|--|
| Planning | | | | |
| Time management | | | | |
| Practical skills | | | | |
| Computer skills | | | | |
| Problem solving | | | | |
| Business awareness | | | | |
| Customer focus | | | | |

PERSONAL SKILLS

| | | | | |
|------------------------|--|--|--|--|
| Learning skills | | | | |
| Adaptability | | | | |
| Goal setting | | | | |
| Initiative | | | | |
| Independence | | | | |
| Achievement motivation | | | | |
| Dependability | | | | |
| Professionalism | | | | |