

Job Roles Worksheet

| | |
|----------------------------|--------------------|
| Business Type/Name: | Supermarket |
|----------------------------|--------------------|

| | Role 1 | Role 2 | Role 3 | Role 4 |
|--|---------------------------|----------------------------|----------------------|--------------------------|
| | Department manager | Warehouse assistant | Till Operator | Marketing manager |

| 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 | | | | |