

**Performance Management Job Definition Form**  
**Job Duties & Associated Performance Dimensions**

**Column 1:** List the job duties of the position, regardless of importance; list both routine and special duties. Describe the duties as completely and accurately as possible. If necessary, copy page two of this form before beginning if you think you will need additional space to write job duties. *Make sure the duty descriptions are clear so that someone unfamiliar with your job can understand what you do.*

**Column 2:** Read the Dimension definitions beginning in **Attachment G** of the Rater Handbook to identify two or three of the most important dimensions that relate or show a relationship to the job duty.

	<b>Column 1: Job Duties</b>	<b>Column 2: Associated Dimensions</b>
<b>Example</b>	<i>Reviews mechanical design drawings and technical specifications from turbine manufacturers to verify</i>	<b>Job Knowledge Decision Making</b>
	<i>Writes correspondence, various reports, and agenda items to communicate information to others and document activities for audit trail purposes.</i>	<b>Written Communication Job Knowledge</b>
	<i>Interviews employees to identify important job duties for use in developing position descriptions.</i>	<b>Oral Communication Interpersonal Relations</b>

