

My Full-Value Job Description

When you take a role, you get a job description that outlines the tasks and responsibilities that you have signed up for. It's not much fun to work with someone who does no more than the job description requires. It's helpful to create your own Full-Value Job Description; a page that captures the formal and informal value your team is counting on you to deliver.

Take a first stab at filling out this template, and then share it with your manager. If others are interested, share it with your team. It's a great conversation starter that will help you understand where you need to dial things up.



FORMAL ROLE

What is my role on the team?

My role in one sentence: _____.

EXPERTISE

What are my teammates counting on me to know?

The technical expertise I must provide: _____.

_____.

My plan to stay current: _____.

_____.

EXPERIENCE

What experience and perspective do I have that can be brought to bear?

Topics: _____.

_____.

Stakeholders: _____.

_____.

PERSONAL STRENGTHS

What are my personal strengths and how can they help my team?

Strengths: _____.

_____.

Perspectives: _____.

_____.

My focus is to pay attention to the following three areas where I need to add more value.