MY JOB DESCRIPTION AT WORK

1. WHY do you have the position that you currently hold? __________________________
   __________________________________________________________________________

2. WHAT did you have to do to obtain this position? ______________________________
   __________________________________________________________________________

3. WHAT are your professional and technical strengths? __________________________
   __________________________________________________________________________

4. WHAT are your professional and technical weaknesses? _________________________
   __________________________________________________________________________

5. WHAT are your personal and social strengths? _________________________________
   __________________________________________________________________________

6. WHAT are your personal and social weaknesses? _______________________________
   __________________________________________________________________________

7. WHAT would you do differently if you had to make decisions above your position?
   __________________________________________________________________________

8. WHAT would you do differently if you had to make decisions below your position?
   __________________________________________________________________________

9. In relation to #7 and #8 above; WHAT would you have to know? HOW would you learn
   that? WHAT would you have to change about yourself? HOW would you change that?
   __________________________________________________________________________