

JOBS WORKSHEET

What Are The Key Positions / Activities / Tasks That I Must Have For My Business?

Labor Work/Positions/Task:

1. _____
2. _____
3. _____
4. _____
5. _____

Administrative Work/Positions/Task:

1. _____
2. _____
3. _____
4. _____
5. _____

Professionals Work/Positions/Task:

1. _____
2. _____
3. _____
4. _____
5. _____

What Are The Positions / Activities / Tasks That Have To Be Done By Myself?

1. _____
2. _____
3. _____
4. _____
5. _____

What Are The Positions / Activities / Tasks That Requires A Full-Time/ A Part Time Staff?

1. _____
2. _____
3. _____
4. _____
5. _____

What Are The Positions / Activities / Tasks That Could Be Delegated To A Freelancers / A Virtual Assistance?

1. _____
2. _____
3. _____
4. _____
5. _____

FULL-TIME / PART-TIME JOBS DESCRIPTION

A Brief Description Of Your Business Goals And Objectives.

(Introduce your business briefly. | Mission, Goals, Products, Location, Culture)

A Specific And Clear Description Of Job Requirements.

(Tell them what do you need them to be responsible for. | Position, Responsibilities, Team corporation, Timezone)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

A Specific Description Of Required Skills.

(Tell them what skills do they need to have. | Tools, Applications, Experience, Education, Professional certificates)

1. _____
2. _____
3. _____
4. _____
5. _____

A Specific Description Of Deliveries.

(Tell them what do you expect them to deliver.)

1. _____
2. _____
3. _____
4. _____
5. _____

Working Hours & Salaries.

- Full-time salary: \$ _____ - \$ _____ / [☐] Monthly | [☐] Weekly
- Working hours: _____ - _____ / [☐] Morning-shift | [☐] Night-shift
- Bonuses: [☐] Fixed \$ _____ [☐] Percentage % _____ / [☐] Monthly | [☐] Annually
- Sales Commission rate: % _____ / [☐] Sale | [☐] Monthly Total Sales.

- Part-Time wage: \$ _____ / Hour
- Required working hours: _____ / Hours a day | From _____ To _____
- Required working days: [☐] Sat. [☐] Sun. [☐] Mon. [☐] Tue.
[☐] Wed. [☐] Thurs. [☐] Fri.

What Are The Most Critical Questions For This Position Interview?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Jobs Interview Table.

	Name	Contact Information	Interview Date	Time	Location	Technical Skills Rating 1 - 5	Social Skills Rating 1 - 5	Required Salary	Total Score 1 - 100
Interviewee 1								\$ ____	
Interviewee 2								\$ ____	
Interviewee 3								\$ ____	
Interviewee 4								\$ ____	
Interviewee 5								\$ ____	

FREELANCER/VIRTUAL ASSISTANCE JOBS DESCRIPTION

A Brief Description Of Your Business Goals And Objectives.

(Introduce your business / idea briefly. | Goals, Products, Brand voice.)

A Specific And Clear Description Of Job Requirements.

(Tell them what do you need them to do. | Explain the big picture and structure of the task, explain what the goal of this task is and what is it that you want to communicate or accomplish throughout this assignment outcome.)

1.

2.

3.

4.

5.

Examples Of Similar Work And Desired Outcome.

(Show them some examples of other businesses and brand of the final look or result that you want to emulate, do your research!)

Deadline & Budget.

• **Deadline:** Month ____ / Day ____

• **Budget:** [] Per project - Total \$ ____

[] Per hour - Hourly rate \$ ____ / Hour | Total required time: ____ Hours