

職務分析表

採用予定日

POSITION

REPORTS TO TITLE DEPT.

HRS. DAYS NO. OF EMP IN DEPT.

HOW MUCH O.T.?? O.T. RATE

仕事内容-DUTIES

1) _____

2) _____

4) _____

OTHER 1) _____

DUTIES 2) _____

3) _____

4) _____

***NECESSARY SKILLS QUALIFICATIONS AND EXPERIENCE**

SKILLS

QUALIFICATIONS

EXPERIENCE

SALARY RANGE \$ BONUS COMM.

Benefits

MEDICAL DENTAL OPTICAL LIFE PENSION TUITION PROP

SHRNG

401K PARKING VACTN PD HOLIDAYS OTHER BNFS

WHEN BNFS START % BNFS PD BY CO.

SELLING POINT

1) _____

2) _____

3) _____

----- NOTE -----