

Determining Roles and Responsibilities

What I've found is that what a (title) does at one organization may be vastly different than what a (title) does at yours. I know you will have some of this information on your resume, but I'd like to get a feel for what you are doing now and what you'd like to do in the future. Secondly, when it comes to competitively positioning you with any prospective company, I want to make sure I fully understand what you have done that separates you from others they would be considering.

ROLE AND RESPONSIBILITIES

CURRENT COMPANY:		TITLE:	
DATES OF EMPLOYMENT:		What was your reason for joining that company?	
Walk me through your primary responsibilities:			
How are you measured in each of those responsibilities?			
How has your role evolved over the past year? Is there anything you are not yet doing that you had hoped to be?			
What is the structure of your current team/department? Who do you report to? Who reports to you?			
How are responsibilities divided up amongst the team?			
In what areas could you use more support?			
Are there any responsibilities that you've taken on that aren't a part of your role as it was originally defined?			
How much of your time is spent doing paperwork or admin tasks, as opposed to forward motion activities?			
What, if you had the choice, are you currently doing that you would never do again?			
What else is important for us to talk about regarding what a "day in the life" looks like for you?			
What do you think, or what would your boss say, are the two biggest impacts you've made on the company throughout your tenure?			

PREVIOUS COMPANY:		TITLE:	
DATES OF EMPLOYMENT:		What was your reason for leaving that company?	
Talk me through your role(s) at that company:			
Who did you report to? Who reported to you?			
Did anyone follow you over when you left?			
What did you enjoy most about working there?			
ADDITIONAL NOTES – ROLE AND RESPONSIBILITIES:			