



Key Accountabilities Worksheet

Remember, Focus on the **JOB**, not **PEOPLE**!

This Key Accountabilities worksheet defines various elements of the position.

Read each of the statements below and check ALL of the elements that pertain to the position being analyzed.

1. This position has the authority to:

- Hire and/or fire employees
- Establish performance objectives for others
- Conduct and sign performance evaluations
- Place employees in a disciplinary process
- Grant salary adjustments and/or increases
- Change processes, procedures or schedules with approval
- Change processes, procedures or schedules without approval
- Change the objectives of the position

2. This position's financial responsibility, authority and control is in:

- Managing personal business expenses
- Participating in the budgeting process
- Preparing the final budget
- Administering funds (signing purchase orders or checks)
- Approving budgets of others
- Meeting profit goals and controlling losses
- Formulating policies

3. Decision-making authority in this position is demonstrated by:

- Providing input or participating in the collection of data
- Voting or influencing team decisions
- Making decisions about processes or procedures
- Making policy decisions

4. This position is held accountable for the following performance objectives:

- Personal performance objectives only
- Directing or facilitating the work efforts of a team or shift
- Meeting a team, shift or business unit objectives
- Multiple teams, shifts, or business units' objectives
- The business objectives of the entire organization

5. The consequences for the organization when mistakes are made in this position are:

- Lost business opportunities
- Lost time
- Lost equipment or resources
- Lost productivity
- Lost revenue or profits
- Lost reputation, image or credibility

6. Employees in this position have access to:

- Cash/checks
- Valuable inventory or merchandise
- Vital systems and/or equipment
- Dangerous chemicals
- Controlled substance (drugs)
- Customer lists
- Financial data
- Trade secrets
- Negotiable securities
- Bank accounts



Key Accountabilities Worksheet

Company Name: _____

Position: _____

Stakeholders: _____

Date: _____

Key Accountabilities:

A. _____ Rank: _____ Weight: _____%

B. _____ Rank: _____ Weight: _____%

C. _____ Rank: _____ Weight: _____%

D. _____ Rank: _____ Weight: _____%

E. _____ Rank: _____ Weight: _____%

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