

Role Clarity Worksheet

(Role=Responsibilities=Output)

Employee Name: _____

Designation /Role:- _____

Department: _____

Reporting To: _____

Date:- _____

Key Responsibilities (Output-Based)

(Write expected Results, not Activities)

Ask: what result should this role deliver ?

1. _____

2. _____

3. _____

Key Performance Indicators (KPIs):-

(How will performance be measured?)

KPI NAME	TARGET	REVIEW FREQUENCY

Decision Making Authority

(What decisions this role can take independently?)

1. _____

2. _____