

TASK LIST

PD No. _____

(To be completed by HRO)

Note: Major tasks are those on which qualifications required to perform the job are based, training needs are determined, the position is classified (i.e., job title, job number and grade), and on which an incumbent's performance is evaluated.

Instruction.

- (a) Based on the work done over the last several months, list the major tasks performed, numbering them serially in the left hand column, and in the right hand column estimating the percentage each would take if all were performed in the determined time frame.
- (b) Describe tasks by using active verbs. List in as concisely a manner as possible. Task list should not exceed one page.
- (c) All tasks should be grouped, and only those encompassing 10% or more should be listed. Total percentages assigned must total 100%.
- (d) All task lists should include a statement as follows: "Performs other related duties as assigned." It is not necessary to add a percentage.

Task No.	Task (Concise but descriptive information)	%
	Task list typed on a plain sheet of paper is also acceptable.	

Requested by (Signature and Title)	Date
Certified by (Signature and Title)	Date