**Example Position Description Questions**

1. In your own words, please describe the role. What are the key activities, duties, and responsibilities for this role?
2. Who will they be working with? Who will they report to? Who will they be routinely interacting with? What makes the people the will work with great?
3. What is the typical background of someone for this role?
4. What are the key qualifications (i.e. key ‘must haves’ upon entry into the job)
5. What are the key Knowledge, Skills, and Abilities needed to be successful in this role?
6. What behavioral characteristics (e.g. personality, behavioral tendencies) lead people to success in the role? What separates the ‘exceptional’ from the good performers?
7. What are the key interesting projects/activities/tasks for the role? What will make their work fun? What are some of the key challenges or problems they will solve? What key decisions will they make?
8. What key technologies/tools will they be utilizing? If application development – what languages will they utilize?
9. What are the growth opportunities for this role? What does the career path look like for this role?
10. How will people in this role be supported (professionally, learning and development, work-life balance, etc.)? What key experiences, exposure, or guidance (e.g. coworkers/managers/mentoring) will they gain that will allow them to reach their full potential and career goals?
11. What do you like working at COMPANY X? How would you describe the work culture/climate? What makes working at COMPANY X better than working at other companies/competitors? What technologies, ways of working, etc. separates/differentiates COMPANY X? How does that impact the role?