

Step 2

Once you have identified your business needs, you can develop a list of tasks that could be fulfilled by a potential employee in the task list.

John and his staff develop a list of tasks that need to be completed to assist with the lunchtime rush.

Example:

Task List

List the tasks that could potentially be included in the duties and responsibilities of the customised role.

Clear and wipe down tables

Discard rubbish

Load and unload dishwasher

Restock sugar, salt and pepper

Sweep floor

Set tables

Template:

Task List

List the tasks that could potentially be included in the duties and responsibilities of the customised role.

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