

H. Do you have any responsibility for the work of other employees? If so, please indicate what it is. Do you instruct them? Do you assign their work? Are you responsible for the quality and quantity of their work?

I. If these questions do not fully describe your activities, please add any information you think will help us understand your job.

Employee's Signature

Supervisor's Comments: - Do you agree with the statement of duties presented by your employees?
If not, what changes would you make?

Supervisor's Signature _____ Date _____