WIL Student Position Design Worksheet

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Draft Position Title/Description | | | | | |
|  | | | | | |
| WIL Experience Type | | | Position Start and End | | |
|  | | |  | | |
| Program(s) | Required | Preferred | Level | Required | Preferred |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Task/Responsibility | Proportion of Role | | |
|  |  | | |
| **What knowledge/ skills / competencies  are needed to do this task?** | **Required** | **Desirable** | **Training Possible** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Task/Responsibility | Proportion of Role | | |
|  |  | | |
| **What knowledge/ skills / competencies  are needed to do this task?** | **Required** | **Desirable** | **Training Possible** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Task/Responsibility | Proportion of Role | | |
|  |  | | |
| **What knowledge/ skills / competencies  are needed to do this task?** | **Required** | **Desirable** | **Training Possible** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Task/Responsibility | Proportion of Role | | |
|  |  | | |
| **What knowledge/ skills / competencies  are needed to do this task?** | **Required** | **Desirable** | **Training Possible** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Task/Responsibility | Proportion of Role | | |
|  |  | | |
| **What knowledge/ skills / competencies  are needed to do this task?** | **Required** | **Desirable** | **Training Possible** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Task/Responsibility | Proportion of Role | | |
|  |  | | |
| **What knowledge/ skills / competencies  are needed to do this task?** | **Required** | **Desirable** | **Training Possible** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Task/Responsibility | Proportion of Role | | |
|  |  | | |
| **What knowledge/ skills / competencies  are needed to do this task?** | **Required** | **Desirable** | **Training Possible** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Task/Responsibility | Proportion of Role | | |
|  |  | | |
| **What knowledge/ skills / competencies  are needed to do this task?** | **Required** | **Desirable** | **Training Possible** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Overall Position Profile

|  |  |  |
| --- | --- | --- |
| **List all of the Tasks & Responsibilities in order of most important or frequent to least.** |  | **List all of the REQUIRED knowledge / skills/ competencies (remove duplicates)** |
|  |  |  |
|  | **List all of the DESIRABLE knowledge/ skills/ competencies (remove duplicates)** |
|  |  |

NEXT STEP:The knowledge, skills, and competencies you have identified are your CRITERIA for this position. Use our ‘Criteria Definition’ worksheet to come up with objective ways to measure whether or not candidates meet these criteria.