



Job description approval form

Manager information

- Full name: _____
- Department: _____
- Contact information: _____

Job description summary

- Position title: _____
- Reporting to: _____

Key responsibilities

- List of main duties and responsibilities:

Required qualifications

- Minimum education: _____
- Years of experience required: _____
- Specific skills or certifications needed: _____

Work environment

- Is this position remote, on-site, or hybrid? _____
- Expected working hours (full-time/part-time): _____

Approval

- Approved by (Manager): _____
- Date: _____
- Approved by (HR Department): _____
- Date: _____