|  |
| --- |
| **PUESTO:** |

|  |
| --- |
| **AREA O DEPARTAMENTO:** |

|  |  |
| --- | --- |
| **OBJETIVO DEL PUESTO** |  |

|  |  |
| --- | --- |
| **EL PUESTO REPORTA A** | **PERSONAL A CARGO** |
|  |  |

**PERFIL DEL PUESTO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ESCOLARIDAD** |  | | | |
| **EXPERIENCIA** | **TIEMPO** | | **PUESTO PREVIO** | |
|  | |  | |
| **IDIOMA** | **EDAD** | **SEXO** | | **ESTADO CIVIL** |
|  |  |  | |  |

|  |  |  |
| --- | --- | --- |
| **INTERRELACIÓN** | **INTERNA** |  |
| **EXTERNA** |  |

|  |
| --- |
| **COMPETENCIAS DEL PUESTO** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BÁSICAS** | **COMPETENCIA** | **NIVEL DE DOMINIO** | | |
| **MUY ALTA** | **ALTA** | **MEDIA** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **GENÉRICAS** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **ESPECIFICAS/TÉCNICAS** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **AUTORIDADES Y RESPONSABILIDADES DEL PUESTO** |
|  |

|  |
| --- |
| **Elaboró:** |
| **Aprobó:** |
| **Fecha:** |

**Nombre y Firma del Jefe directo**

**Nombre y Firma del Trabajador**