

Remember: make a copy of this worksheet to use it!

## Determine required capabilities

This is the first step to build your job description and rubric.

In their <u>first month</u> , they will...	In their first <u>3 months</u> , they will...	In their <u>first year</u> , they will...
<p><i>Example:</i></p> <ul style="list-style-type: none"><li>- <i>Onboard</i></li><li>- <i>Build familiarity with tools and stakeholders</i></li><li>- <i>Ship one code change</i></li></ul>	<p><i>Example:</i></p> <ul style="list-style-type: none"><li>- <i>Complete interview training and shadow 2 interviews</i></li><li>- <i>Outline new product feature and begin implementation</i></li><li>- <i>Work cross-functionally to identify long-term team needs</i></li></ul>	<p><i>Example:</i></p> <ul style="list-style-type: none"><li>- <i>Hire 2 new team members</i></li><li>- <i>Ship 4 product features that improve in-app communication</i></li><li>- <i>Partner with user operations to identify additional needs</i></li></ul>

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## Identify the skills and experience they will need

Reference the table above to understand the full scope of the role, then below this prompt, write down the skills and experience they will need to be able to successfully accomplish the tasks you expect them to take on.

Don't limit yourself - write down everything to get started. We'll curate the list in the next step.

### Skills and experience

- *Example: Ability to communicate technical requirements to non-technical stakeholders*
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When you finish this list, highlight the top 3-6 bullets that are **key** for this role. (**Key** means that they would not be successful in this role without these skills). You want to find the right balance between being specific (so you can identify the skill and experience when you see it, and you can describe it to the candidate) and not limiting yourself or your candidate pool (remember: new hires can acquire new skill sets within the role!)

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## Create your rubric

The 3-6 capabilities you identified above are the capabilities you'll continue to outline in your rubric example.

### Rubric example

Capability <i>(aka the skill and/or experience they will need)</i>	Description <i>(aka how will you know when you see it)</i>	Interview questions <i>(aka what you can ask to help you know if they have the skill)</i>
<i>Example:</i> Ability to communicate technical requirements to non-technical stakeholders	<i>Example:</i> <ul style="list-style-type: none"><li>- Has experience communicating technical concepts to leadership teams and other non-technical teams such as Comms, Finance etc.</li><li>- Communicates clearly and concisely</li><li>- Does not rely on acronyms or jargon without clearly defining them</li><li>- Open and eager to answer questions</li></ul>	<i>Example:</i> <ul style="list-style-type: none"><li>- Describe the concept of an API to a non-technical stakeholder.</li><li>- Tell me about a time you explained a tough technical topic to a non-technical stakeholder. What went well? What would you do differently?</li></ul>

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## Write your job description

(Make sure to check the [Your Ideal Candidate](#) document for more details on each of these sections.)

### Introduction to the organization:

*(a short paragraph)*

### Short overview of the role:

*(1-2 sentences)*

### Describe what the person in this role will do:

*(a list of 5-8 bullets including some of the specific projects and tasks they will take on)*

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### Describe the skills and experience needed:

*(a list of 3-6 bullets including the information you outlined above for capabilities)*

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### An equal opportunity statement:

*(2-3 sentences)*