

JOB EVALUATION

Internal Job Title	People Business Partner	Industry Title	HR Generalist
Job Family Group	People Team	Job Family	People Experience
Reports to	Tom Cruise	Has Direct Reports?	No
Location	CA, Bay Area	IC vs Mgmt.	Mgr. of Projects-IC

ROLE SUMMARY

Describe why this job exists in 1-2 sentences.

Example: (Accountant) The purpose of this job is to prepare and coordinate the preparation of financial statements and reports.

RESPONSIBILITIES

List and describe the position's key responsibilities in order of importance and indicate the approximate percentage of time spent on the responsibility. (Percentages should add up to 100%.) For each, describe in simple terms what the job holder must do to accomplish the main purpose of the job and the amount of direction that is required to perform the job duties. If the job manages others, describe the management duties (including authority to hire/fire/recommend pay increases/manage overall work product/schedule, etc.) Insert additional rows as needed.

Example: Collect and analyze financial data and prepare monthly financial statements

	Responsibility	% of time spent
1		
2		
3		
4		
5		

REQUIREMENTS/QUALIFICATIONS

Indicate skills and background required to meet minimum requirements for the job. May include education, certifications, vocational training and experience-related items. Include any specific interpersonal skills required for the position (i.e. ability to negotiate, persuade, analyze, etc.) Also include any specialized physical and/or sensory skills that may be required.

Example: 4-year college degree in accounting or equivalent related experience

Education	
Years of Experience	
Knowledge/Skills	
Licenses/Certificates	(ex: CCP for comp roles or SHRM/ PHR for HR roles)

POSITION SCOPE

Estimate of the revenue and/or expense budget responsibility of the position. Include a description of indirect and direct staff reporting to the position. This is used to determine the “size of the job” relative to others in the organization. *If not applicable, indicate “n/a.” Example: Has advertising revenue responsibility of \$5 - \$6M and expense budget responsibility of \$1.5M*

Revenue Responsibility	
Budgetary Responsibility	
Management responsibility (i.e., hiring, coaching, scheduling / delegating work, performance reviews)	

ORGANIZATIONAL STRUCTURE

Indicate the reporting relationship of this position to others in the business / function. If not applicable, indicate “n/a”.

