Blackblot® PMTK

Job Description

<Comment: Replace the Blackblot logo with your company logo.>

Company Name:	<Enter company name>
Product Name:	<Enter product name>

Date:	<Enter creation date>
Contact:	<Enter contact name>
Department:	<Enter department name>
Location:	<Enter location>
Email:	<Enter email address>
Telephone:	<Enter telephone number>

Document Revision History:

Date	Revision	Revised By	Approved By
<Enter revision date>	<Revision #>	<Enter your name>	<Enter name>

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1. **Introduction**

   1.1. **Document Objective**

   This document provides a framework for preparing a job description that is made public and depicts an open position (that needs to be staffed) in a company.

   <Comment: A job is a workplace labor position labeled with a work title assigned to a particular person and representing a collection of diverse duties, tasks, and obligations. A job description is, in essence, a documented statement of the terms and conditions of an employment opportunity.

   A role is an occupational activity with a focused set of tasks and a clear and definitive goal that demands a specific level of expertise to be successfully accomplished. A role description is a documented statement of the functionality to be performed.

   One or more roles are commonly combined to create a job, and thus, the owner of a job can be assigned several roles. For example, the designation "Product Manager" is a generic job title and a loosely defined collective term used to describe a combination of roles. Accordingly, a job description is an aggregate of the prescribed employment conditions and the assigned role descriptions.>

2. **PMTK Job Description**

   2.1. **Section Objective**

   This section describes the structure and format of a job description. The job description in this document is structured to provide easy integration with the roles described in the Blackblot team models.

   2.2. **PMTK Job Description Authoring Guidelines**

   - Use plain English to convey essential information about this position using as few words as possible. Be highly focused and concise.
   - Avoid making assumptions about the level of knowledge readers may have regarding the company's own terminology and acronyms.
   - A job description can be a legally binding document. Pay careful attention to the wording and, when relevant, have the company's legal team scrutinize the job description.
   - Do not cram just about anything possible into the job description. It does not legally shield the company and will produce a job description that appeals to a broad audience of unfitting candidates.

3.   PMTK Job Description Template

\<Job Title\> – \<Company Name\>
\<Town, State, Country\>

3.1.   Job Specification
- Job Title — \<Enter the formal job title of this position.\>
- Job Reference — \<Enter the formal job reference number of this position.\>
- Job Ranking — \<Enter the job level assigned to this position. Job rankings are commonly: entry, junior, senior, level 1, level 2, level 3, etc.\>
- Department — \<Enter the name of the department and business unit to which this position will organizationally belong.\>
- Reporting To — \<Enter the job title of the position to which this position reports. For example, this could be the "Director of Product Management", CEO, etc.\>
- Direct Reports — \<Enter the job titles of any positions to be supervised by this position.\>
- Time Frame — \<Enter this position's official desired time frame in weekly or monthly hours.\>
- Contract Type — \<Enter the type of contract this position is attributed with. For example, this could be a full-time, part-time, contractor, short-term assignment, etc.\>
- Pay Type and Range — \<Enter job pay type (salary/hourly) and the relative pay range.\>
- Location — \<Enter the geographic area where this position is situated. Location details include, at a minimum, the town, state, and country.\>
- Date — \<Enter the formal date of availability for this position.\>

\<Comment: Subject to relevancy, retain or delete one or more of the above options.\>

3.2.   Company Overview
\<Enter company name\> is a \<Enter company description\>.
\<Comment: Include the company's mission statement in the company's description.\>

3.3.   Domain/Product
The \<Enter job title\> is tasked with handling the \<Enter description of the market and product(s) that constitutes this position's field of operation\>.

3.4.   Summary of Position
\<Enter a short paragraph describing this position's overall purpose and how it contributes to the company's objectives.\>

3.5.   Assigned Roles
The roles assigned to the \<Enter job title\> position are the \<Enter list the assigned roles accompanied by their relative weight in percentile terms\>

roles. See the detailed role descriptions that are appended to this job description.

<Comment: The outline of this job description conforms to and supports the roles defined in the PMTK methodology. For example, the job position might be called "Product Manager" and the assigned roles are those of a "Product Planner" and "Product Marketer". Also, for example, the company might have three "Product Manager" positions of the same title. Still, each product manager is actually assigned a different combination of roles taken from the Blackblot team models, such as "Product Planner", "Product Architect", and "Product Marketer".

For more information regarding the Blackblot team models and related roles, please see the "PMTK Role Descriptions Guidelines" template and the "Blackblot Product Management Team" and "Blackblot Product Definition Team" book chapters, which can be found in "The Product Manager's Toolkit: Methodologies, Processes and Tasks in Technology Product Management" second edition book (ISBN: 978-3-319-49997-0).>

3.6. Related Experience
- At least <Enter number of years> year(s) experience in <Enter description of the relevant industry, market, and products> related field of business.
- At least <Enter number of years> year(s) experience in <Enter particular activity or roles> or related roles.

3.7. Education and Training
- Bachelor's or Master's degree in <Enter profession> or at least <Enter number of years> year(s) experience in a related field of knowledge.
- <Enter training institute and course name> product management training graduate is highly desired.
- <Enter certifying institute and certification name> product management certification is highly desired.

3.8. Citizenship and Immigration
- <Enter nationality> citizenship required.
- Security clearance <Enter security level> required.
- Immigration status with valid credentials.

<Comment: Subject to relevancy, retain or delete one or more of the above options.>

3.9. Work Environment
- Overseas travel required.
- Fluency in <Enter languages> is highly desired.
- Performance reviews are performed every <Enter review period in months> months.

<Comment: This section may also list any physical demands, need for prolonged overseas travel, or any other relevant work environment requirements to perform the role.>

3.10. <u>Selection Criteria</u>
<Enter the list of candidate selection criteria in general order of priority.>
<Comment: A company must proactively determine the selection criteria against which candidate skills and competencies can be assessed. Relative weights reflecting the relative importance of each criterion are at the company's sole discretion. This section is a legal requirement in rare instances but is commonly optional and may be omitted entirely from the job description.>

3.11. <u>How to Apply</u>
- Qualified candidates are invited to apply directly to <Enter recruiter name>, recruitment manager, via email <Enter recruiter's email address, such as recruiter@company.com>, and specify position #<Enter position number> in the subject line.
- Qualified candidates can apply directly via our website at <Enter the company's job URL, such as www.company.com/jobs/.>

<Comment: Subject to relevancy, retain or delete one or more of the above options.>

3.12. <u>Compensation, Incentives and Benefits Package</u>
<Comment: This section lists the base salary, bonuses, stock options, other compensation, and benefits such as health (medical/dental/vision) coverage, life insurance, and 401k plans. This section is optional and may be omitted entirely from the job description if desired.>

3.13. <u>Additional Information</u>
- All applicants will receive an acknowledgment of their application.
- Only qualified candidates will be contacted.
- Relocation assistance availability.
- <Enter company name> is an equal employment opportunity employer and considers all qualified applicants for employment.

<Comment: Subject to relevancy, retain or delete one or more of the above options.>

3.14. <u>Appendix – Role Descriptions</u>
- <Enter role #1 description.>
- <Enter role #2 description.>
- <Enter role #n description.>

<Comment: Copy and paste here all the relevant role description sections from the "PMTK Role Descriptions Guidelines" document.>

3.15. <u>Review and Approval (Internal Use Only)</u>
- Prepared By — <Enter the name of the person who prepared the job description. This person is usually the hiring manager, the person this position reports to. Optionally include the date of completion.>
- Reviewed By — <Enter the name of the person who reviewed the proposed job description. This person is usually the recruiting manager from the human resources department. Optionally include the date of the review.>

- Legal Approval — <Enter the name of the person at the company's legal department who approved the content of the job description. Optionally include the date of approval.>
- Sanctioned By — <Enter the name of the person authorizing publishing the job description and commencing the recruiting process. This person is usually the business unit's vice president or general manager.>
- Date Posted — <Enter the date when the job description was made public.>
- Date Removed- <Enter the date when the job description was removed from public notice.>
- Hiring Status — <Enter the status of this position: Open/Closed.>