**Responsibilities Journal**

**We are conducting an evaluation of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(organization/department)* and positions. Over the next two weeks, please keep a journal of your daily activities and the approximate amount of time you spend on each. Please be as specific as possible and record the results here. If you require additional space, feel free to continue on a separate piece of paper.**

**Please list your daily responsibilities including the approximate amount of time you spend on each. Please also list whether you consider each a primary responsibility. If there are activities that you typically do only monthly, quarterly, semi-annually, yearly or other during this two-week tracking period, please identify the responsibility and frequency in Section 2.**

**Section 1 - Daily Responsibilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Responsibility** | **Time Spent** | **Primary** |
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**Section 2 - Additional Responsibilities**

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| --- | --- | --- | --- |
| **Frequency**  **M = monthly**  **Q = quarterly**  **S= semi-annually**  **Y = yearly**  **O = other** | **Responsibility** | **Approx. Time Spent** | **Primary** |
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**Please estimate the % of time you spend working in each of these key areas of responsibility. The total should be 100%.**

|  |  |
| --- | --- |
| **Area** | **%** |
| Recruitment |  |
| Safety |  |
| Employee Relations |  |
| Compensation & Benefits |  |
| Compliance/Risk Management |  |
| Training & Development |  |
| Other (please specify) |  |
| Total | 100% |

**Please indicate how often you use the following competencies while performing your job. Always. Sometimes. Rarely. Never.**

|  |  |
| --- | --- |
| **Competency** | **Frequency** |
| HR Expertise (HR Knowledge) |  |
| Relationship Management |  |
| Consultation Skills |  |
| Leadership and Navigation |  |
| Cultural Effectiveness |  |
| Ethical Practice |  |
| Critical Evaluation |  |
| Business Acumen |  |