**Company Name**



Street Address

Your City, ST ZIP

**YOUR PLACE IN THE COMPANY: Human Resources Manager**

**YOUR LEADER:** VP-Administration

**WHO YOU LEAD, TEACH AND SUPPORT:** None

**HOW YOU HELP THE COMPANY SUCCEED:** Provide support related to staffing, employee relations, benefits and compensation.

**MAIN RESULTS EXPECTED FROM YOU:**

* Assist by establishing, maintaining and continually improving programs to assure favorable employee relations.

**MAIN WORK YOU DO:**

* Evaluate recruitment sources based on cost-per-hired-employee.
* Evaluate job candidates based on appropriate skill level, experience, training and education for the position for which they are being considered.
* Ensure that the company’s benefits program will be competitive with those of other companies in the industry and/or those of comparable size and resources.
* Reject no job candidate for reasons that are not quantifiable.
* Keep current on applicable federal, state and local laws and regulations regarding human resources management.
* Attend at least one in-depth human resources management training session per year.
* Do not, under any circumstances, consciously or purposely violate any federal, state or local law or regulation regarding the management of human resources.

The information above represents the **minimum** expectations for this position.

Please feel free to exceed those expectations.