**Manager Job Analysis Outline**

**Objective:** Create a job description for your general manager. This could be yourself or someone you want to hire.

**I. Major Job Responsibilities** (list the most important duties and responsibilities assigned to this job)

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**II. Education** (list only that which is really necessary for training: high school, college, or other special training)

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**III. Experience** (The amount of previous and related experience you or a prospective hire should have)

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**IV. Knowledge, Skills, and Attitude Desired:** (List the most important specific knowledge, skills and attitudes which the job may require.)

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**V. Physical and Mental Requirements:** (Mention any special physical or mental abilities required for the job, e.g., 20-20 eyesight, availability for irregular work hours, ability to work under pressure, special working conditions, etc.)

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**VI. Relationships** (Who do you or this person supervise? Report to? Work with?)

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**VII. Salary:** (Identify starting salary, range of salary possible and salary review periods)

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