



## ELEMENT 2: HUMAN RESOURCES & OPERATIONS

### HUMAN RESOURCES – HIRING POSITIONS TO FULFILL MY EXPERIENCE

Complete this form for each position you may need to fulfill your experience.

1. Position title

4. Compensation (wage/salary - hours/term)

2. Short description of role

5. Working conditions

IN-PERSON

VIRTUAL

TRAVEL REQUIRED

3. Type of work

PART-TIME

FULL-TIME

SEASONAL/TEMPORARY

PERMANENT

CONTRACT

Location, needs, expectations, scheduling, dates, hours, etc.



6. Role responsibilities

8. Guidelines to apply for this position

7. Qualifications