## Job Roles Worksheet

**Business Type/Name:** Airline

<table>
<thead>
<tr>
<th>Role 1</th>
<th>Role 2</th>
<th>Role 3</th>
<th>Role 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pilot</td>
<td>Flight Attendant</td>
<td>Mechanical Engineer</td>
<td>Book-in Agent</td>
</tr>
</tbody>
</table>

### PEOPLE SKILLS
- Sensitivity to others
- Insight into others
- Openness
- Respect
- Speaking
- Active listening
- Conversation
- Persuasion
- Team membership
- Team participation
- Leadership

### TASK SKILLS
- Planning
- Time management
- Practical skills
- Computer skills
- Problem solving
- Business awareness
- Customer focus

### PERSONAL SKILLS
- Learning skills
- Adaptability
- Goal setting
- Initiative
- Independence
- Achievement motivation
- Dependability
- Professionalism

www.careersportal.ie
## Job Roles Worksheet

**Business Type/Name:** Band

<table>
<thead>
<tr>
<th>Role 1</th>
<th>Role 2</th>
<th>Role 3</th>
<th>Role 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyboard Player</td>
<td>Song Writer</td>
<td>Tour Manager</td>
<td>Sound Engineer</td>
</tr>
</tbody>
</table>

### PEOPLE SKILLS
- Sensitivity to others
- Insight into others
- Openness
- Respect
- Speaking
- Active listening
- Conversation
- Persuasion
- Team membership
- Team participation
- Leadership

### TASK SKILLS
- Planning
- Time management
- Practical skills
- Computer skills
- Problem solving
- Business awareness
- Customer focus

### PERSONAL SKILLS
- Learning skills
- Adaptability
- Goal setting
- Initiative
- Independence
- Achievement motivation
- Dependability
- Professionalism
## Job Roles Worksheet

**Business Type/Name:** Construction Company

<table>
<thead>
<tr>
<th>Role</th>
<th>Architect</th>
<th>Site Foreman</th>
<th>Carpenter</th>
<th>Accountant</th>
</tr>
</thead>
</table>

### PEOPLE SKILLS
- Sensitivity to others
- Insight into others
- Openness
- Respect
- Speaking
- Active listening
- Conversation
- Persuasion
- Team membership
- Team participation
- Leadership

### TASK SKILLS
- Planning
- Time management
- Practical skills
- Computer skills
- Problem solving
- Business awareness
- Customer focus

### PERSONAL SKILLS
- Learning skills
- Adaptability
- Goal setting
- Initiative
- Independence
- Achievement motivation
- Dependability
- Professionalism
# Job Roles Worksheet

## Business Type/Name:
Football Team

<table>
<thead>
<tr>
<th></th>
<th>Role 1</th>
<th>Role 2</th>
<th>Role 3</th>
<th>Role 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physio-therapist</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Player</td>
<td></td>
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</tr>
</tbody>
</table>

## People Skills
- Sensitivity to others
- Insight into others
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- Speaking
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- Persuasion
- Team membership
- Team participation
- Leadership

## Task Skills
- Planning
- Time management
- Practical skills
- Computer skills
- Problem solving
- Business awareness
- Customer focus

## Personal Skills
- Learning skills
- Adaptability
- Goal setting
- Initiative
- Independence
- Achievement motivation
- Dependability
- Professionalism
## Job Roles Worksheet

**Business Type/Name:** Hairdresser Salon

<table>
<thead>
<tr>
<th>Role 1</th>
<th>Role 2</th>
<th>Role 3</th>
<th>Role 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainee hairdresser</td>
<td>Senior stylist</td>
<td>Salon receptionist</td>
<td>Beauty Therapist</td>
</tr>
</tbody>
</table>

### PEOPLE SKILLS

- Sensitivity to others
- Insight into others
- Openness
- Respect
- Speaking
- Active listening
- Conversation
- Persuasion
- Team membership
- Team participation
- Leadership

### TASK SKILLS

- Planning
- Time management
- Practical skills
- Computer skills
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- Business awareness
- Customer focus

### PERSONAL SKILLS

- Learning skills
- Adaptability
- Goal setting
- Initiative
- Independence
- Achievement motivation
- Dependability
- Professionalism

[www.careersportal.ie](http://www.careersportal.ie)
# Job Roles Worksheet

**Business Type/Name:** Hospital

<table>
<thead>
<tr>
<th></th>
<th>Role 1</th>
<th>Role 2</th>
<th>Role 3</th>
<th>Role 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Surgeon</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Nurse</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pharmacist</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Administrator</strong></td>
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</tr>
</tbody>
</table>

## PEOPLE SKILLS

- Sensitivity to others
- Insight into others
- Openness
- Respect
- Speaking
- Active listening
- Conversation
- Persuasion
- Team membership
- Team participation
- Leadership

## TASK SKILLS

- Planning
- Time management
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- Business awareness
- Customer focus

## PERSONAL SKILLS

- Learning skills
- Adaptability
- Goal setting
- Initiative
- Independence
- Achievement motivation
- Dependability
- Professionalism
# Job Roles Worksheet

## Business Type/Name: Hotel

<table>
<thead>
<tr>
<th>Role 1</th>
<th>Role 2</th>
<th>Role 3</th>
<th>Role 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receptionist</td>
<td>Bar Manager</td>
<td>Marketing Manager</td>
<td>Conference Manager</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PEOPLE SKILLS</strong></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sensitivity to others</td>
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<tr>
<td>Insight into others</td>
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<tr>
<td>Openness</td>
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<td>Respect</td>
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</tr>
<tr>
<td>Speaking</td>
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<tr>
<td>Active listening</td>
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<tr>
<td>Conversation</td>
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<tr>
<td>Persuasion</td>
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<tr>
<td>Team membership</td>
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<tr>
<td>Team participation</td>
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<tr>
<td>Leadership</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TASK SKILLS</strong></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time management</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Practical skills</td>
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<td></td>
<td></td>
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<tr>
<td>Computer skills</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Problem solving</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business awareness</td>
<td></td>
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<td></td>
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<tr>
<td>Customer focus</td>
<td></td>
<td></td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>PERSONAL SKILLS</strong></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning skills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adaptability</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Goal setting</td>
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<tr>
<td>Initiative</td>
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<td></td>
</tr>
<tr>
<td>Independence</td>
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<tr>
<td>Achievement motivation</td>
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<td></td>
</tr>
<tr>
<td>Dependability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professionalism</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Job Roles Worksheet

**Business Type/Name:** Restaurant

<table>
<thead>
<tr>
<th>Role 1</th>
<th>Role 2</th>
<th>Role 3</th>
<th>Role 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Chef</td>
<td>Restaurant manager</td>
<td>Waiter</td>
<td>Commis Chef</td>
</tr>
</tbody>
</table>

## PEOPLE SKILLS
- Sensitivity to others
- Insight into others
- Openness
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## TASK SKILLS
- Planning
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- Customer focus

## PERSONAL SKILLS
- Learning skills
- Adaptability
- Goal setting
- Initiative
- Independence
- Achievement motivation
- Dependability
- Professionalism
# Job Roles Worksheet

**Business Type/Name:** Secondary School

<table>
<thead>
<tr>
<th>Role 1</th>
<th>Role 2</th>
<th>Role 3</th>
<th>Role 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Secretary</td>
<td>English Teacher</td>
<td>Guidance Counsellor</td>
</tr>
</tbody>
</table>

## People Skills
- Sensitivity to others
- Insight into others
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- Respect
- Speaking
- Active listening
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- Persuasion
- Team membership
- Team participation
- Leadership

## Task Skills
- Planning
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- Business awareness
- Customer focus

## Personal Skills
- Learning skills
- Adaptability
- Goal setting
- Initiative
- Independence
- Achievement motivation
- Dependability
- Professionalism
# Job Roles Worksheet

**Business Type/Name:** Supermarket

<table>
<thead>
<tr>
<th>Role 1</th>
<th>Role 2</th>
<th>Role 3</th>
<th>Role 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department manager</td>
<td>Warehouse assistant</td>
<td>Till Operator</td>
<td>Marketing manager</td>
</tr>
</tbody>
</table>

## PEOPLE SKILLS
- Sensitivity to others
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- Conversation
- Persuasion
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- Team participation
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- Professionalism