

Accountability Worksheet



Name: _____ Date: _____

Department: _____

Position: _____

ROLE STATEMENT (one or two sentence overview of area of accountability – very high level)

Accountabilities:

1. **EXPECTATIONS:** I am personally accountable for:

2. **DECISION-MAKING:** People need to understand the “why” behind decisions. *How* will decisions be made regarding my responsibilities?

When working with my leader(s), decisions will be made by:

-

When working with my peers, we will make decisions by:

-

When leading my team, decisions will be made by:

-

3. **FEEDBACK:** I am personally accountable for:

When working with my leader(s), when will we meet to discuss my performance?

-

When working with my peers, we will discuss feedback by:

-

When leading my team, I will solicit feedback at:

-

Interdependencies:

Who are my team members?	What do I need from each of them to successfully achieve my accountabilities?	What will I provide this team member to ensure their success?