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| Modèle de fiche de poste – RH Conseil PME | | | | | | | | | | | | | | | | | | | | |
| FICHE DE POSTE | | | | | | | | | | | | | | Date : 12 mars 2016 | | | | | | |
| Date | | | Version | | | | Modification | | Rédacteur | | | | État du document | | | | | | | |
|  | | | 1.1 | | | | Création du document | | Nathalie Olivier | | | | En cours ❑ | | | | Validé ❑ | | | |
|  | | |  | | | | Modification | |  | | | |  | | | |  | | | |
| Fonction | | | | | | | |  | | | | | | | | | | | | |
| Responsable hiérarchique direct | | | | | | | |  | | | | | | | | | | | | |
| Finalité du poste, sa raison d’être | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Missions | | | | | | | | | | Temps % | | | | | Satisfaction  ++, +, –, – – | | | | | |
| Xx  Xx  Xx  Xx  xx | | | | | | | | | | %  %  %  %  % | | | | |  | | | | | |
| Missions – Activités (savoir-faire) dans les grandes lignes | | | | | | | | | | | | | | | | | | | | |
| 1 | –  –  –  – | | | | | | | | | | | | | | | | | | | |
| 2 | –  –  –  – | | | | | | | | | | | | | | | | | | | |
| 3 | –  –  –  – | | | | | | | | | | | | | | | | | | | |
| 4 | –  –  –  – | | | | | | | | | | | | | | | | | | | |
| 5 | –  –  – | | | | | | | | | | | | | | | | | | | |
| Principales liaisons internes/externes | | | | | | | | | | | | | | | | | | | | |
| Interne | | –  – | | | | | | | | | | | | | | | | | | |
| Externe | | –  – | | | | | | | | | | | | | | | | | | |
| Compétences requises | | | | | | | | | | | | Niveau de compétence | | | | | | | | |
| Savoir et savoir-faire  –  –  –  *Ce poste nécessite-t-il un certificat ou un diplôme ? Si oui, lequel ou lesquels ?* | | | | | | | | | | | | ++ | | | | | | | | |
| Savoir-être  –  –  – | | | | | | | | | | | |  | | | | | | | | |
| Savoir managérial  Accompagner/coacher  Former  Déléguer  Organiser  Contrôler  Animer  Motiver  Écouter/Communiquer | | | | | | | | | | | | ++  ++  ++  ++  +  +  ++  ++ | | | | | | | | |
| Moyens | | | | | | | | | | | | | | | | | | | | |
| Humains | | | |  | | | | | | | | | | | | | | | | |
| Financiers | | | |  | | | | | | | | | | | | | | | | |
| Matériels | | | |  | | | | | | | | | | | | | | | | |
| Marge d’autonomie | | | | | | | | | | | | | | | | | | | | |
| Limitée | | | |  | | | | | | | | | | | | | | | | |
| Élargie | | | |  | | | | | | | | | | | | | | | | |
| Entière | | | |  | | | | | | | | | | | | | | | | |
| Suggestions | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Évolution possible dans le poste | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Contraintes du poste (astreintes, horaires…) | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Formations envisagées | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Plan de remplacement | | | | | | | | | | | | | | | | | | | | |
| Mission et nom | | | | |  | | | | | | | | | | | | | | | |
| Mission et nom | | | | |  | | | | | | | | | | | | | | | |
| Mission et nom | | | | |  | | | | | | | | | | | | | | | |
| Motivations | | | | | | Besoin de… | | | | | | | | | | – – | | – | + | ++ |
| Motivations personnelles | | | | | | Sécurité | | | | | | | | | |  | |  |  |  |
| Activité | | | | | | | | | |  | |  |  |  |
| Dépassement | | | | | | | | | |  | |  |  |  |
| Éthique | | | | | | | | | |  | |  |  |  |
| Développement personnel | | | | | | | | | |  | |  |  |  |
| Motivations relationnelles | | | | | | Contacts | | | | | | | | | |  | |  |  |  |
| Proximité | | | | | | | | | |  | |  |  |  |
| Reconnaissance | | | | | | | | | |  | |  |  |  |
| Influence | | | | | | | | | |  | |  |  |  |
| Compétition | | | | | | | | | |  | |  |  |  |
| Motivations liées aux missions | | | | | | Ordre, organisation | | | | | | | | | |  | |  |  |  |
| Visibilité immédiate | | | | | | | | | |  | |  |  |  |
| Directives | | | | | | | | | |  | |  |  |  |
| Feedback | | | | | | | | | |  | |  |  |  |
| Autonomie | | | | | | | | | |  | |  |  |  |
| Diversité | | | | | | | | | |  | |  |  |  |
| Enjeux commerciaux | | | | | | | | | |  | |  |  |  |
| Motivation dans le travail | | | | | | Rémunération | | | | | | | | | |  | |  |  |  |
| Évolution | | | | | | | | | |  | |  |  |  |
| Statut | | | | | | | | | |  | |  |  |  |
| 1. Ce qui me plaît | | | | | | | | | | | 2. Ce qui me déplaît | | | | | | | | | |
|  | | | | | | | | | | |  | | | | | | | | | |
| 3. Ce que je sais faire | | | | | | | | | | | 4. Ce que je veux développer | | | | | | | | | |
|  | | | | | | | | | | |  | | | | | | | | | |
| Éléments du poste | | | | | | | | | | | | | | | | | | | | |
| Type de contrat | | | |  | | | | | | | | | | | | | | | | |
| Durée du travail | | | |  | | | | | | | | | | | | | | | | |
| Mode et niveau de rémunération | | | |  | | | | | | | | | | | | | | | | |