

## Job Descriptions ...

- ☐ Help managers and employees agree on the responsibilities and scope of the position.
- ☐ Help Human Resources know the knowledge, skills, education, experience, and capabilities you seek in your new employee.
- ☐ Ensure the formulation of an effective recruiting plan.



- ☐ Inform candidates about the duties and responsibilities of the position for which they are applying.
- ☐ Inform employees assisting with the interview process about the questions to ask and what you seek in the new employee, and
- ☐ May protect you legally when you can demonstrate why the candidate selected for a position was the most qualified, culturally suited applicant.

**Develop job descriptions to provide employees with a compass and clear direction.**



**Gather the appropriate people for the task.**

The hiring manager should take the lead in developing a job description, but other employees who perform similar jobs can contribute to its development. If the position is new and will relieve current employees of work load, they should be part of the discussion.

**Perform job analysis.**

You need as much data as possible to develop a job description. The job analysis may include:

- ☐ the job responsibilities of current employees,
- ☐ internet research and sample job descriptions online,

- ☐ an analysis of the work duties, tasks, and responsibilities that need to be accomplished,
- ☐ research and sharing with other companies that have similar jobs, and
- ☐ articulate the most important outcomes or contributions needed from the position.

The more information you can gather, the easier the actual task of developing the job description will be.

These are the normal components of the job description:

- ☐ Overall position description with general areas of responsibility listed,
- ☐ Essential functions of the job described with a couple of examples of each,
- ☐ Required knowledge, skills, and abilities,
- ☐ Required education and experience,
- ☐ A description of any physical demands, and
- ☐ A description of the work environment.

**Review the job description periodically** to make sure it accurately reflects what the employee is doing and your expectation of results from the employee.

**Use the job description as a basis for the employee development plan.** An employee's job description is integral to the development of a quarterly employee development plan.

An effective job description establishes a base so that an employee can clearly understand what they need to develop personally, and contribute within your organization.