



# Developing Job Descriptions

## Why do you need job descriptions?

Job descriptions are necessary for a variety of reasons. Job descriptions are used to:

- Assess the need for existing role or new role
- Provide focus and understanding of roles
- Allows management to better understand department alignment
- Compare and contrast appropriate pay ranges and classifications
- Assess revenue generating versus compliance roles
- Establish a basis for recruitment, selection and hiring
- Create strong basis for performance reviews

## Who is responsible for writing the job description?

The direct supervisor or manager should create the job description. If appropriate, the employee may participate in completing the job description. However, the ultimate responsibility for preparing the job description rests with the supervisor or manager.

## Suggestions and tips for writing a job description:

In order to start a job description, think through what you would write for the position in an advertisement for a newspaper or what would you say if you had to explain this position to a new person. Well-written job descriptions are written in a factual and impersonal style. It should be accurate, concise, and complete. Job descriptions are the same from year-to-year. Before writing a job description, you may want to consider these suggestions:

- Be consistent when using terms like “many” and “occasionally.” These should be used to describe accountabilities that are performed once in a while or that only some employee’s perform.
- Be brief - keep sentence structure as simple as possible
- Be precise. This is critical for accurate job evaluations and analysis.
- Refer to position titles rather than individuals – “Reports to Sales Manager”
- Use terminology that can be understood by anyone inside or outside of company

Position Title	Department	Reports To	Budget	Hiring Mgr.	Date	Phone	Office Location

Select one: \_\_\_\_\_ New Position      \_\_\_\_\_ Existing Position Replacement

**Job Role:** short general description

**Scope of Position**

Indicate position within organization chart and company contribution. Also indicate key interdepartmental interactions. If in charge of budgeting or key metrics for revenue or cost controls – list them as well. Provide number of direct report(s), indirect report(s) and total number of employees this position ultimately oversees.

**Qualifications/Primary Job Requirements**

Specify number of years of job-related experience required; industry experience, size of former companies, type of degree required/preferred; certifications, licenses; specific skills required (e.g., experience and training, technical training, languages, other skills, etc.). In addition, include special work hours and requirements – weekends, off hours, holidays, emergency requirements, etc.

1. Required Requirements
2. Preferred Requirements

**Key Responsibilities**

List the core job responsibilities of the job, the employee's success and impact on the organization. Assign a percentage of time required. Select the level of importance the accountability has to the success of the position.

Key Responsibilities / Incentives (optional)	% of Time	Importance (high–low)
	<b>100%</b>	

**Physical Requirements:**

It's important to understand the nature of work and physical matters relative to the particular job function. For instance, travel is required of technicians and heights may be required in a warehouse.

**Please Check:** (if problem)

**Describe problem and severity**

\_\_\_\_ Vision (beyond corrective)

\_\_\_\_\_

\_\_\_\_ Standing

\_\_\_\_\_

\_\_\_\_ Walking

\_\_\_\_\_

\_\_\_\_ Color Identification

\_\_\_\_\_

\_\_\_\_ Sitting

\_\_\_\_\_

\_\_\_\_ Kneeling

\_\_\_\_\_

\_\_\_\_ Lifting

\_\_\_\_\_

\_\_\_\_ Driving Local

\_\_\_\_\_

\_\_\_\_ Driving Long Distance

\_\_\_\_\_

\_\_\_\_ Plane Travel

\_\_\_\_\_

\_\_\_\_ Dirt / Dust (allergies)

\_\_\_\_\_

\_\_\_\_ Fumes / Odors

\_\_\_\_\_

\_\_\_\_ Heights

\_\_\_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hiring Manager's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_