Job Description Checklist

With all the various uses for job descriptions, an explanation of the key elements they contain is in order. Generally, each job description includes the following information:

- Remember - description is an analysis of the position, not the person filling the role.
- Organizational information: Information such as the job title, department name, geographic location, exempt status, reporting relationships, and whether the job is regular or temporary and full-time or part-time.
- Date of the last update or revision.
- Job summary: Two to four sentences to answer the question "Why does this job exist?"
- Duties/responsibilities (and perhaps percentage of time): A listing of the major duties and responsibilities of the position organized from essential to non-essential or most important to least important or most time spent to least time spent. Essential functions are the reason the job exists, and must be performed by the employee. The description could include information about the level of complexity and the frequency of tasks.
- Working conditions: The physical, mental, and environmental conditions in which the work is performed. Important to clarify if this is an office position, requires travel, or works in outside or inclement weather conditions.
- Equipment Operated, to include computers, software and any hazardous tools, and protective equipment that will be needed.
- Job specifications: The minimum education, work experience, knowledge, skills, and abilities required to do the job. Also lists any needed licenses or certifications.
- Disclaimer: A brief statement indicating that the job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.
- Signature space: Signatures are needed from the person in the position, and there may also be a signature approval from the employee’s supervisor or manager verifying the accuracy of the description.
- Are skills of existing employees matching current requirements?
- Are wage levels and rates the same or similar for employees in the same job positions? If not, what explains the difference?

Quality job descriptions are never a waste of time. The effort put into a quality description makes it more understandable and useful to recruiters, applicants, employees, supervisors, medical providers, and a host of others.
Job Description Template

Job Title:
Department:
Location:
Reports to:
Exempt Status:
Date:

Position Objective/Description: 2 or 3 sentences on the purpose of the job

Essential Duties and Responsibilities: (not all inclusive):

- Essential #1
- Essential #2

Accountability (optional): Ultimate deliverables from this position (if available)

Supervisory Responsibilities: None.

Key Performance Metrics: (optional) Identify any position goals and objectives, if known and tracked by the company. For instance: average number of sales calls per week.

Competencies: (optional) Can identify competencies that enable employees to be successful in this role, and that align with company values.

Physical Requirements: Add the following language to the end – “Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.”

Knowledge, Skills and Abilities (KSAs) – for instance

- Mathematical skills
- Reasoning ability
- Computer skills
- Language skills

Education and/or Experience: High school/GED, technical school or college requirement. Add to the end – “or an equivalent combination of education and experience.”

Work Environment:

Approval:

By: ____________________________ Dated: ___/___/____
[Title]

Employee Acknowledgement: ____________________________ Dated: ___/___/____