

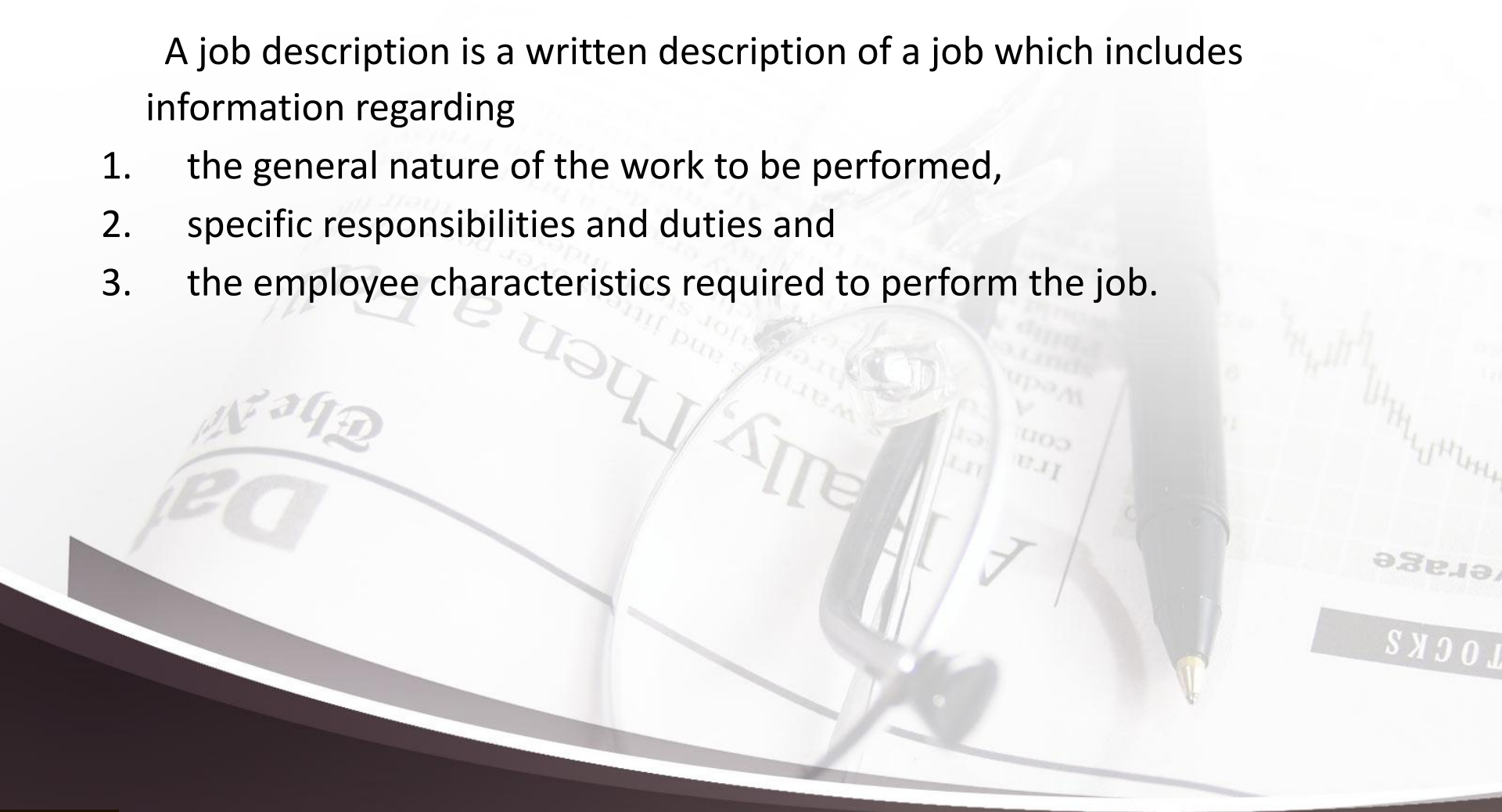


Job Descriptions

WHAT IS A JOB DESCRIPTION?

A job description is a written description of a job which includes information regarding

1. the general nature of the work to be performed,
2. specific responsibilities and duties and
3. the employee characteristics required to perform the job.

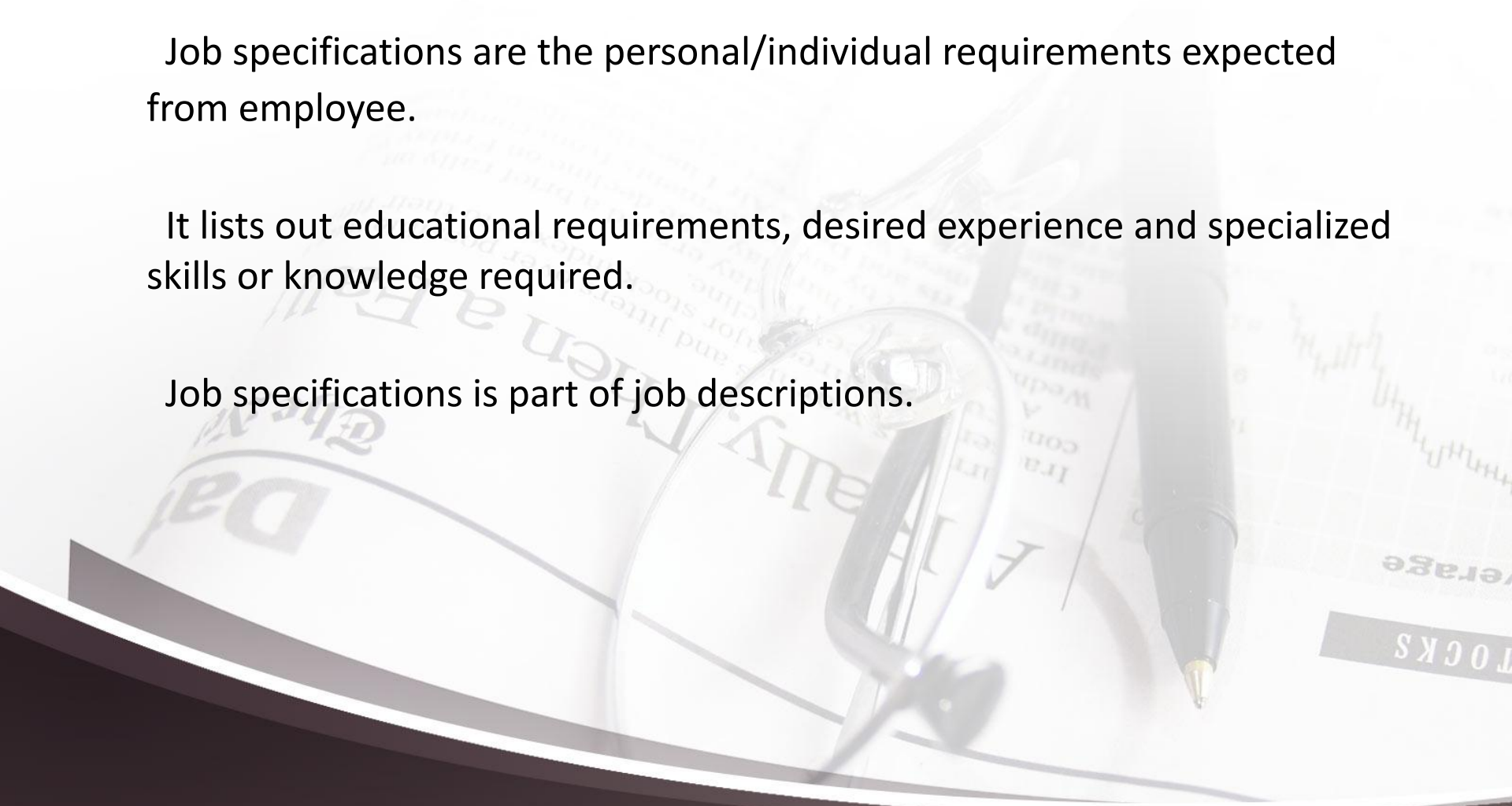


WHAT ARE JOB SPECIFICATIONS?

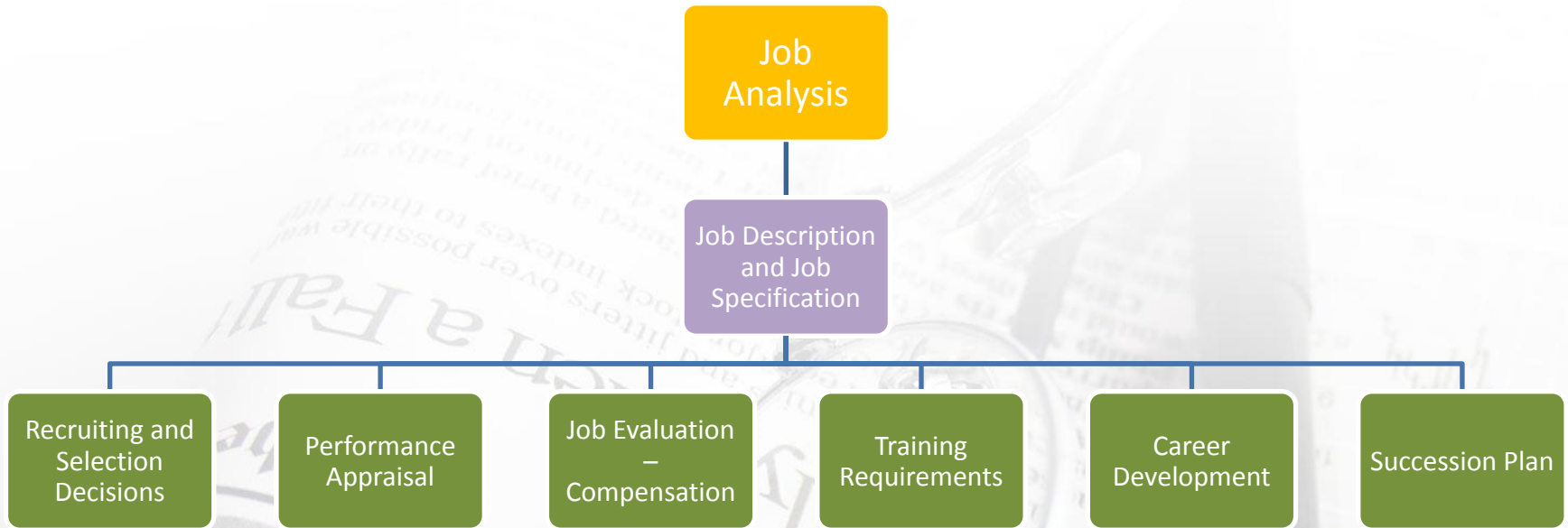
Job specifications are the personal/individual requirements expected from employee.

It lists out educational requirements, desired experience and specialized skills or knowledge required.

Job specifications is part of job descriptions.



Uses of Job Analysis Information



How important of a well-written and updated job description!

TIPS FOR WRITING JOB DESCRIPTIONS

- Focus solely on the job.
 - Avoid the “wish list” of skills or personality traits.
 - Focus on the work not the person.
- Use action verbs (See examples in Appendix A)
- Use clear, concise and easily understood language
- Allow for flexibility.
- Consider future department/company needs:
 - Keep in mind the changing needs of the department/company to help identify gaps in workforce.
 - Speak with managers/department heads/major decision makers to determine future hiring needs.
- List job tasks by priority.
 - Organize the list from most essential tasks to least essential tasks.



WHAT IS INCLUDED IN A JOB DESCRIPTION (CONT'D)

- Job Identification
 - Job Title, Division, Department, Report to, Position Type and Expected hours of work
 - (FT, PT, days of the week, etc.)
- Job Summary (a brief summary of job)
- Responsibilities and duties
- Travel
 - Percentage of time travel occurs and where (locally, domestically, internationally)
- Other Duties
 - Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
- Authority of jobholder

WHAT IS INCLUDED IN A JOB DESCRIPTION (CONT'D)

- Job Specifications
 - Required and Preferred Education and Experience
 - Additional Eligibility Requirements
 - Certifications, industry experience, etc.
 - Work Authorization/Security Clearance
 - List visa requirements, sponsorships, special clearances
- Signatures
 - Manager
 - HR
 - employee

ACTION VERBS - APPENDIX A

- Accumulate
- Administer
- Advise
- Allocate
- Approve
- Collaborate
- Collect
- Communicate
- Compile
- Conduct
- Consult
- Counsel
- Create
- Delegate
- Deliver
- Develop
- Direct
- Distribute
- Draft
- Edit
- Educate
- Establish
- Estimate
- Formulate
- Furnish
- Gather

ACTION VERBS - APPENDIX A (CONT'D)

- Guide
- Interact
- Invent
- Issue
- Manage
- Market
- Motivate
- Negotiate
- Obtain
- Order
- Participate
- Plan
- Present
- Provide
- Reconcile
- Recruit
- Research
- Review
- Solicit
- Solve
- Submit
- Supervise
- Supply
- Test
- Train
- Translate

HOW TO WRITE JOB SPECIFICATIONS

- Based on Judgment – from the educated guesses
 - to ask: “What does it take in terms of education, intelligence, and training to do this job well?”
- Based on Statistical Analysis
 - The aim is to determine the relationship between
 - (1) Predictor / human trait (e.g. height, intelligence..)
 - (2) Indicator / criterion of job effectiveness (e.g. performance rated by supervisor)

DETERMINING JOB SPECIFICATIONS THROUGH STATISTICAL ANALYSIS

