



Job Description Template

This template provides the major categories that you should include in your job descriptions along with an explanation of what to include in each category.

Job title	<i>The formal title of the position</i>
Reports to	<i>The title of the position that the job incumbent reports to</i>

Job purpose

Provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish. Why does this job exist?

Duties and responsibilities

List the primary job duties and responsibilities using headings and then give examples of the types of activities under each heading. Using headings and giving examples of the types of activities to be done allows you to develop a flexible job description that encourages the employee to 'work outside the box' and within reason, discourages "that's not my job". Also, list the percentage of time each duty and responsibility should take up for them throughout the course of the review period.

- Identify 3 to 5 primary duties and responsibilities for the position
- List the primary duties and responsibilities in order of importance
- Begin each statement with an action verb
- Use the present tense of verbs
- Use gender-neutral language such as s/he
- Where appropriate use qualifiers to clarify the task – where, when, why or how often – for example instead of "greet a visitor to the office" use "greet visitors to the office in a professional and friendly manner"
- Avoid words that are open to interpretation – for example instead of "handle incoming mail" use "sort and distribute incoming mail"

Goals

Define the metrics for success. What are the short and long-term goals that allow everyone to feel accomplished as well as allow you to feel like you are getting value in exchange for the compensation you are providing? Set forth several goals, and also set the review process so the "job" stays on track.

Goals could include:

- Business growth
- Project Completion
- Transfer of Responsibilities

Qualifications

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

Qualifications could include:

- Education
- Specialized knowledge
- Skills
- Abilities
- Other characteristics such as personal characteristics
- Professional Certification
- Experience



Working conditions

If the job requires a person to work in special working conditions this should be stated in the job description. Special working conditions cover a range of circumstances from regular evening and weekend work, shift work, working outdoors, working with challenging clients, and so forth.

If the job is physically demanding, this should also be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.

Direct reports

List by job title any positions to be supervised by the incumbent.

Ideally, a job description should be reviewed annually and updated as often as necessary.

