

Writing a Job Description

A job description spells out clearly what duties, responsibilities, special requirements and conditions are included in an employee's job. A job description is important for both the employer and the employee. It tells everyone what is expected of them and also gives the employer a good basis for a performance appraisal. Begin by writing down the general duties of the position and then determine what skills and qualifications are necessary to perform those duties. Try to break your notes down into headings such as: 1) Job Title, 2) Effective date of the description, 3) Detailed list of all the duties 4) Education/Experience, 5) Who that person reports to, 6) Knowledge/Skills and 7) Physical or special requirements of the position if necessary.

Following is an outline that could be used to write a job description:

Job Description

Date: _____

Job Title: _____

Statement of the Job: (A brief summary of the job, stating its general nature)

Major Duties: (including responsibilities for quantity and quality of work, safety of others, equipment, decisions to be made, and schedules to be met. Most jobs can be described in outline form with three to eight duties.)

Minor Duties: (include those duties only performed occasionally)

Relationships: (whom does a person in this position supervise? report to?
work with?)

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Education/Experience/Skills required
