

# CREATING JOB DESCRIPTIONS

## WHY ARE JOB DESCRIPTIONS IMPORTANT?

Job descriptions are essential to the success and efficiency of your business. All team members need to know what is expected of them and how they will be evaluated. Your role as a leader is to provide your team members with these expectations. A job description defines the roles of each team member, expectations of their role and direction to achieve successful job performance. For management, job descriptions are used to form the foundation for many important processes, such as job postings, recruitment, setting expectations, compensation, training, job performance and accountability.

## HOW TO WRITE JOB DESCRIPTIONS:

A job description should be clear and accurate to effectively define the needs and expectations of the role. Good job descriptions contain the Vision and Values of the business and follow with a thorough analysis of the important facts about a job such as:

- Individual tasks involved, usually a list of 20-30 tasks to start
- The methods used to complete the tasks
- The purpose and responsibilities of the job
- The relationship of the job to other jobs
- Qualifications needed for the job

Leverage your team to drive the process.

## HAVE TEAM MEMBERS WORK IN TEAMS BASED ON THEIR POSITIONS:

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- Ask the team to choose a person on the team to be the team leader- The team brainstorms the responsibilities and the team leader makes sure the ideas are documented and creates the first draft of the JD.
- Ask the team leader to rank the tasks in order of importance.
- Once complete, the team reviews the JD and appropriate changes are made to it by the team leader. Review the JD to give your feedback and if needed refine tasks.
- Have management check the list to ensure the primary focus is on the Job Responsibilities and that all tasks are applicable and achievable. Makes changes where appropriate, if needed.

Developing strong job descriptions and keeping them up to date is time well spent. Creating your organization's job descriptions will help align employee direction with the organization's goals, vision and values, which ultimately leads to success for your organization.