

JOB DESCRIPTION TEMPLATE



GUIDANCE NOTES

A well written job description will help you hiring the best candidate to your vacancy and is a tool to manage future performance.

A good job description begins with a careful analysis of the important facts about a job, such as the individual tasks involved, the methods used to complete the tasks, the purpose and responsibilities of the job, the relationship of the job to other jobs, and the qualifications needed for the job.

It's important to make a job description practical by keeping it dynamic, functional, and current. A well-written, practical job description will help you avoid hearing a refusal to carry out a relevant assignment because "it isn't in my job description."

Realistically speaking, many jobs are subject to change due either to personal growth, organizational development, and/or the evolution of new technologies. Flexible job descriptions will encourage your employees to grow within their positions and learn how to make larger contributions to your company.

Following is a quick look at the categories that make up a well-written job description:

- Title of the position
- Department
- Reports to (to whom the person directly reports)
- Overall responsibility
- Key areas of responsibility and indicators of effectiveness (How will the worker know he or she is performing well)
- Consults with (those who the person works with on a regular basis)
- Necessary skills, traits and experience required

TIPS:

- Use the present tense of verbs, as well as explanatory phrases that tell how, why, where, or how often for the purpose of adding clarity
- Avoid using words that are open to multiple interpretations such as Some, Occasional, Several
- **WARNING!** Any discriminative references such as race, colour, religion, age, sex or physical or mental disability are illegal in any aspect of employment.

HERE'S AN EXAMPLE

<INSERT LOGO HERE>

Position Title:

Reports To:

Position Summary:

Plan, direct or coordinate?. Responsible for?

Responsibilities:

Operational / Administrative

Planning

Staffing

Sales and Marketing

Financial

Reporting

Position Details:

Key Accountabilities

Indicators of Effectiveness

Critical Skills & Attributes

Skills & Attributes	Details
• Academic / Technical Qualifications	
• Knowledge and Experience	
• Industry Experience	
• Traits	
• Computer Skills	
• Communication Skills	

Tasks:

Daily:

Weekly:

Monthly:

Occasional / as required

Agreement:

This Job Description describes the essential functions and qualifications of the position described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job.

Your signature indicates that you have read this Job Description and understand the essential functions of the position, your Key Accountabilities and the Indicators of Effectiveness

Employee:

Title:

Signature:

Date:

Manager:

Title:

Signature:

Date: