

## **JOB DESCRIPTION TIPS AND GUIDELINES**

Clear and current job descriptions are useful tools in many ways. Use them for:

- clarifying:
  - the responsibilities of the job
  - lines of responsibility, authority, reporting, and accountability
  - the relationships of the job to other jobs and within the organization
  - the organization structure
- recruitment
  - should form the basis of the job posting/advertisement to attract the right candidates
  - should identify key requirement for the initial sorting and screening of applicants
  - basis of interview questions to assess candidates' abilities against job requirements
  - is included with, and forms part of, the offer letter
- orientation
  - confirms and clarifies job expectations during new employee's early days
  - basis of setting objectives and employee evaluation during probation period
  - identifies areas where new hire may need assistance
- training & development
  - focus training for employees on areas relevant and beneficial to them in their job
  - better use of training budget
- workflow analysis
  - how does this job fit and contribute to the organization?
  - do jobs overlap and / or are there gaps (work not being done) in the organization?
- performance evaluation
  - should form the basis of performance assessment
  - can identify employee areas of strength as well as areas for improvement
- job evaluation
  - necessary component for objectively evaluating each job's place in an organization and for creating internally equitable job bands
- compensation determination
  - necessary component for creating pay bands (that are internally equitable and that reflect the organization's compensation strategy relative to the external market)

### **Steps to preparing job descriptions:**

1. Always start with asking the current incumbents of each job to complete the template (instructions for the employees are included with the template).
2. The manager should review each employee's submission. Is there anything missing? Surprising? New? Ideally, the job being performed is as expected. If not, then this is a great time to clarify!
3. The manager makes appropriate edits and shares with employee.
4. Include your organization's Vision, Mission, Values as available (if you want to embed your organization's Vision, Mission, Values into the culture then these should be included in the recruitment and retention processes: posting, interviewing, offer, orientation, policies, performance appraisal, etc)
5. Every job description should include as the "last" responsibility: "Other Duties as Required". This is a useful inclusion to capture all details of a job and to counter the claim "that's not my job".
6. Manager finalises the job description and ensures the employee receives a copy and signs receipt.
7. Review job descriptions annually for appropriateness (which should happen if used in the performance evaluation process) and whenever there is a significant change to the job.

### Instructions for Completion by Incumbents

The people closest to the job (employee & manager) can best identify the content so employee participation is necessary to accurately capture and describe the jobs in the organization. Your knowledge as the incumbent of the job is invaluable. Think about and identify the responsibilities and duties, the specific skills, effort, responsibility and working conditions associated with the job.

1. Before completing the questionnaire, read it through. You may want to log your activities over the next few days to assist you in identifying all the responsibilities, duties, skills, effort, working conditions.
2. **Describe the job and not the person in it.** Identify the requirements of an average/typical employee in order to perform the job satisfactorily.
3. Identify only the content and requirements of the job as it is today.
4. When identifying the Responsibilities and Duties provide enough information so anyone will understand. Start with an action verb and elaborate and state the steps of your work. See the example provided under the “Responsibilities and Duties” section.

Tip: imagine that you have to train somebody new to this job. What do they need to know to do? What are the minimum qualifications that the person must have to be successful in the job?

5. Answer each question as fully as possible. Generally, consider only those elements which represent regular and/or recurring aspects of the job in a normal work period (day/week/month/year). If the job changes from season to season, describe activities over a normal work year. Where applicable, try to provide 1 or 2 examples to provide a better understanding of the content of the job.
6. Provide your answers to your manager and set a time to review them together. Your manager will make edits, if necessary, and provide you with the final version.

# NSF NAME & LOGO

<b>Job Description</b>
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Date Prepared/Revised: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Title & Name of Immediate Supervisor: \_\_\_\_\_

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**JOB SUMMARY (provide a brief outline of the purpose of this job):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RESPONSIBILITIES & DUTIES**

Identify and describe the responsibilities and associated duties carried out in your job. Consider each responsibility as an end result that this job must achieve and the duties as the means by which the end results are achieved. Put another way, each responsibility is a “bucket” and the duties are the contents of the bucket. Be clear and start each responsibility and duty with an action verb (*consult, communicate, process, etcetera*).

Example:

1. Responsibility: Process weekly payroll for all employees

Duties: a..collect time sheets(elaborate)

- b..enter regular hours into payroll program
- c. ensure non-regular hours are recorded and paid accurately (vacation, overtime)
- d. ensure remittance calculations are current and accurate; update as required
- e. run payroll reports and verify data completeness and accuracy
- f. print pay cheques and get signing authority’s signature on each
- g. prepare government remittance reports and cheques
- h. submit payroll records to accounting for posting

**1. Responsibility:** \_\_\_\_\_

Duties include

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# NSF NAME & LOGO

<b>Job Description</b>
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**2. Responsibility:** \_\_\_\_\_

Duties include:

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**3. Responsibility:** \_\_\_\_\_

Duties include:

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**4. Responsibility:** \_\_\_\_\_

Duties include:

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**5. Responsibility:** \_\_\_\_\_

Duties include:

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**6. Responsibility:** \_\_\_\_\_

Duties include:

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**Add other responsibilities and duties as needed:** \_\_\_\_\_

**7. Other Duties as Required**

# NSF NAME & LOGO

## Job Description

### **QUALIFICATIONS** (for the job, not necessarily of the current incumbent)

#### **Education:**

*Minimum level of formal education required for a person to be able to perform this job satisfactorily:*

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#### **Other Experience or Training:**

*Additional minimum level of training or experience required for an individual to perform the job satisfactorily.*

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#### **Technical Skills:**

*Knowledge of technical equipment knowledge and how it is used:*

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#### **Other Qualifications** (example, specialized knowledge/skills, abilities, professional certification):

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### **PHYSICAL REQUIREMENTS** (normal level, type/activities, frequency)

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

### **WORKING CONDITIONS**

*If the job requires a person to work in special working conditions this should be stated. Examples of special working conditions include irregular hours, frequent evening and weekend work, shift work, working outdoors, working with challenging clients, overtime, travel, other.*

### **DIRECT REPORTS**

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