Creating a job description

A job description is a useful tool to identify responsibilities and skills required to perform a specific role, and standardize expectations for job performance.

There are four components in creating a job description:

1. Summary
2. Essential duties and responsibilities
3. Required knowledge, skills and abilities
4. Minimum qualifications

When creating a job description, managers should:

1. Identify essential duties and responsibilities for the position.
2. Ensure minimum qualifications align with responsibilities.
3. Consider if qualifications are justified (e.g., does candidate need advanced degree to be successful in position).
4. Write clearly and concisely, avoiding jargon and technical language.