

## Preparing Position Descriptions

A good job description program can be the backbone of a Human Resources Department. However, writing a good job description is not a simple matter. A job description must be specific, complete, meaningful and readable to the employee. The writer of the job description, (the job analyst) manager or supervisor, must have an understanding of the job for accurate content, an employee-focused orientation for appealing job presentation, and an effective writing technique for a readable product.

### Seminar Objectives:

To identify the importance of a well-written job description to all aspects of Human Resources and organizational performance management. Participants will examine components of effective job descriptions and their roles as staffing criteria, hiring guides, performance standards and bases for determining rates of pay.

### Topics:

- Components of a concise, complete job description
- Job descriptions as derivatives of the job analysis process
- Methods of conducting job analyses to determine the nature and content of jobs
- Organizing and summarizing job analysis data for preparation of job descriptions
- The value and primary objectives of job descriptions
- Most frequent uses of job descriptions in the Human Resource Department
- The importance of active participation of employees in developing job descriptions
- Consideration of corporate environment, mutual expectations, and career aspirations
- Formats for written job descriptions
- Writing a clear and specific job description: an action-oriented document
- Understanding job-related definitions: occupation, job, task, and element
- The position summary as a starting point: insight into the job's existence
- Understanding the difference between job description and job specifications
- Selecting a job title that defines and differentiates the position in the company
- Job task outline: the heart of the job description
- Including supervisory responsibilities exercised and supervision received
- Understanding the position within the context of organizational relationships
- Determining the scope for independent action: empowerment parameters
- Identifying key results areas based on specific job tasks
- Defining performance standards for key results areas
- Establishing goals and timeframes for achievement of performance standards
- Clarifying job responsibilities and expectations in face-to-face meetings
- Collaborating with employees in defining priority responsibilities
- Agreeing on means of observing, measuring, and documenting performance
- Fostering job ownership/accountability for mutually agreed performance standards