

Tips for Writing an Effective Job Description

The anatomy of a well written job description:

- Title of the position
- Organization name and possibly a brief company description
- Overall responsibility (the “why” of the job)
- Key areas of responsibility (the “how” of a job; tasks and duties)
- Qualifications: The skills, attributes, and/or credentials needed to perform each task, including:
 - o Necessary education; degree, major, etc.
 - o Skills
 - o Experience
- Terms of Employment
 - o Part time, full time, temporary, seasonal, etc.
 - o Desired status
 - o Application instruction
 - o Method (resume, application, etc.)
 - o Required documents/information
 - o Deadlines
 - o Contact person and contact information

Tips:

- Don't rely solely on a job's history as you are putting together a job description for today. Focus instead on what the job needs to be in light of the organizations' current needs and long-term objectives
- Use specific language. For example:

Computer literate	Proficient with Microsoft Word, Excel, Quickbooks
Good communication skills	Ability to communicate technical information to non-technical audiences
Handles administrative chores	Receives, sorts, and files monthly personnel action reports

Warning! A job description is generally regarded as a legal document. Any references to race, color, religion, age, sex, national origin or nationality, or physical or mental disability is illegal.