

## About the Document

<b>name</b>	<b>JE-ALL-3530-M. Job Description Form</b>
<b>owner</b>	HR
<b>access &amp; use</b>	All Staff
<b>what it is</b>	<p>Form that provides a written statement describing the duties and responsibilities associated with a position, and the success factors and qualifications required for executing on those responsibilities.</p> <p>Used for:</p> <ul style="list-style-type: none"> <li>◆ Job evaluation, to clarify the details and skill levels required for a position</li> <li>◆ Job postings, to clarify the details and skill levels required</li> <li>◆ Identifying skill gaps</li> <li>◆ Performance reviews and probationary periods, to set goals and understand the criteria against which to measure performance</li> <li>◆ As an addendum to job offers</li> </ul>
<b>who uses it</b>	All Staff
<b>used with</b>	<ul style="list-style-type: none"> <li>◆ <i>JE-ALL-3530-E. EXAMPLE. Job Description Form</i></li> <li>◆ <i>JE-ALL-3510-R. List of Competencies</i></li> <li>◆ <i>JE-ALL-3500-M. Job Activity Log</i></li> </ul>

## Why This Process is Important

Having an accurate a job description is important because it:

- ◆ Helps staff have clarity on job responsibilities and duties
- ◆ Articulates the skills and experience required to do the job
- ◆ Identifies skills gaps for future development
- ◆ Provides a basis for determining and comparing salaries based on job responsibilities, both internally and externally
- ◆ Provides a foundation for conducting performance reviews. If you don't know what you're measuring against, how can performance be fairly measured?

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### Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

#### Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

#### Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



### Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

## Position Overview

Provide a high-level overview of the position and responsibilities – ideally, one or two sentences that summarize the position.

## Responsibilities/Accountabilities

These are the high level responsibilities for which this position is accountable.

- ◆ Include no more than 8 high-level responsibilities, in descending order of importance.
- ◆ List 2-4 key tasks under each high-level responsibility.
- ◆ Use action verbs and clear, concise language. Keep sentences short
- ◆ Sometimes it's hard to recall everything a position is responsible for, and sometimes the scope of a position has increased over time. Use the *JE-ALL-3500-M. Job Activity Log* to record job activities over a period of time.
- ◆ Don't document every minor level and detail of the job. This is not the purpose of this process and is not beneficial. The information should be detailed enough to summarize key responsibilities, but broad enough that it doesn't require frequent updates
- ◆ Some employees may have 2 or 3 key responsibilities with many tasks that take up their entire day. Job descriptions for positions with highly specialized or repetitive tasks will likely be shorter. That's ok. This process is not about justifying your position or reinforcing on paper that you have a lot to do. Keep it simple and high level.

The following table provides examples of how responsibilities might be summarized.

Too Detailed	Better	Even Better
<i>Don't list every minor detail of the job, as shown in the example below</i>	<i>If managing supply room, mail, and lunchroom are 3 top responsibilities, summarize as shown below</i>	<i>If those responsibilities are tasks that may be grouped under one high-level responsibility, summarize as shown below</i>
<p><b>1. Supply Room</b></p> <ul style="list-style-type: none"> <li>a. Walk to the mail room</li> <li>b. Check for mail in slots</li> <li>c. Ensure there is paper in the photocopier</li> </ul> <p><b>2. Mail</b></p> <ul style="list-style-type: none"> <li>a. Get mail from reception</li> <li>b. Categorize the mail</li> <li>c. Take the mail to the</li> </ul>	<p><b>1. Supply Room</b></p> <ul style="list-style-type: none"> <li>• Overall responsibility for supply room, including ensuring room is stocked, organized, and clean</li> </ul> <p><b>2. Incoming and Outgoing Mail</b></p> <ul style="list-style-type: none"> <li>• Overall responsibility for mail, including sorting and distribution</li> </ul> <p><b>3. Lunchroom</b></p>	<p><b>1. Office &amp; Facilities Administration</b></p> <ul style="list-style-type: none"> <li>a. Overall responsibility for supply room, including ensuring supply room is stocked, organized and clean</li> <li>b. Overall responsibility for mail, including sorting and distribution</li> </ul>

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- ◆ For each trait, indicate whether the level of competency required is **High** or **Standard**.

## **Education/Training/Experience**

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**Education** refers to formal education taken through a post-secondary school that results in a degree, diploma, or certificate.

**Training** refers to hands-on learning acquired through coaching, mentoring or 'learn by doing' activities.

**Experience** refers to the amount of time you have been using the skill in practice.

- ◆ Complete all other areas of the job description first before completing this section. The other sections will provide unbiased data to clearly complete the education, training, and experience necessary to do the job.
- ◆ List education, training, and experience requirements, differentiating between what is required versus what is preferred.
- ◆ Be careful not to include requirements based on personal preferences or bias. If a position does not require an MBA, for example, don't list it as a requirement. Otherwise, the Company may not be able to hire anyone without an MBA into the position, no matter how competent.

## **Physical Requirements**

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List physical activities and abilities **required** to perform the duties of the position.

If the position includes physical elements, note them here to help clarify the physical abilities required to do the job. Refer to the template for examples.

You may need to refer to safety programs and legislated requirements to complete this section.