

What To Know

JOB DESCRIPTIONS

10 Important Details to Include to Avoid Misinterpretation



JOB TITLE - generally understood meaning of the job



SUMMARY OF DUTIES - conform with Dept. of Labor description for job or should be consistent with generally accepted duties and responsibilities of job



CHAIN OF COMMAND - should specify who the job holder reports to



EXPECTATIONS - quotas, productivity levels and expectations



ESSENTIAL FUNCTIONS - specifically and individually delineated



NECESSARY SKILLS - where particular skill sets are required



QUALIFICATIONS - educational, training courses, certifications, licenses, approvals, ratings, knowledge levels



EXPERIENCE - if necessary, specify by years



WORK ENVIRONMENT - surroundings where job will be performed



MISCELLANEOUS - special aspects, such as uniform