



## Ten for Creating a Job Description

1. Position Details: Employer, Job Title, Starting Pay, Overtime Exemption Status (check this with DOL if unsure,) Expected Hours and Shift, Location, Department, Supervisor's Position, Duties Summary.
2. Job Duties: Three to five key areas of responsibility; detail specific job duties within each key area. You may include non-key areas that are not essential to the job but could be desirable. Estimate percentage of time spent on each area over the course of a year. Essential responsibilities are tied to minimum qualifications. The percentage of time for all duties should total 100%. Strive for a results-oriented job description that includes the outcome to be accomplished by the duty to be performed as opposed to simply listing job duties. For example: Helps customers by answering the phone; Completes and updates staff schedules by receiving and entering data. Describe the work, not the person.
3. Performance Standards: Convey expectations of the job such as quantity, quality, knowledge, skills and abilities necessary to be successful in the job. This will provide a basis for measuring employee performance.
4. Requirements: Education, Work Experience, Skills, Certifications, Licenses, and Physical Abilities required for consideration. For example: Must pass basic level test of ability to use Word and Excel computer programs. Must be able to climb stairs to access office. Must have successfully supervised others for at least one year.
5. Working Conditions and Environment: This can include physical, environmental or special demands of the position. Bending, climbing, lifting, talking, written communication, grasping, reaching, travel, and more could be included. A safety paragraph can be used to detail the safety clothing/accessories/tools required to be worn or used with the position.
7. Signatures: The job description should include lines for the employee and supervisor to sign and date after it is reviewed as part of the hiring process.
8. Include the employer's core values to help ensure behavioral accountability by the employee. These could include requirements, policies, or attitudes about deadlines, fairness, illegal drugs, conflict, and mission.
9. If you have more than a handful of employees, be prepared to provide an organization chart showing what positions report to others.
10. Update the job descriptions periodically to keep them current. Separate the description from the individual in the position. Use the job description to determine how well applicants meet the position requirements. Consider laws related to non-discrimination and making accommodations for people with disabilities.

We have created additional Tip Sheets on related topics under the Human Resources heading at this link:

<https://www.lcsc.edu/sbdc/business-resources/our-business-tip-sheets/>

Bonus: Attorneys, Idaho Department of Labor, and your SBDC Consultant can help.

Revised 12/12/19