

Guide for Writing Job Descriptions

To write a job description, list the information requested for each section using the guidelines provided.

SECTION	GUIDELINES
Job Title	Provide the title and the location of the job, if appropriate.
Purpose of Job	<ul style="list-style-type: none"> ▪ Focus on outcomes of the job rather than process. ▪ List required expectations and special requirements. ▪ List shift or hours worked, full or part-time.
Education & Work Experience	Describe required or desired licenses, certifications, number of years' experience, training, and other qualifications.
Skill Requirements	Relate all pertinent skill requirements to job functions when possible.
Job Functions	<p>Answer these questions when describing essential and marginal job functions:</p> <ul style="list-style-type: none"> ▪ Does the job exist to perform this function? ▪ Would removing this task fundamentally change the job?
Job Duties	<ul style="list-style-type: none"> ▪ Be as specific as possible. ▪ State how frequently a task is performed and what equipment, tools, and materials are used.
Physical Demands	<ul style="list-style-type: none"> ▪ Be very specific. Use measurements, frequency, and duration. ▪ Describe body position, required exertion, and parts of the body used. ▪ Give hours per day spent performing each function.
Environmental Conditions	Describe temperature, hazards, and other conditions.

