

THE JOB DESCRIPTION: A CHECKLIST FOR BETTER HIRING DECISIONS

Every job description should include several essential elements to fulfill its goals of legal compliance, better hiring, and building a foundation for moving toward Total Talent Success. Here's a checklist of all the "hard data" you'll need to gather to ensure that everything is covered and that you're in compliance with employment rules and regulations.

- ☐ Job title
- ☐ Salary range
- ☐ FLSA status: Exempt or nonexempt
- ☐ Statement of purpose or objective of the position
- ☐ Description of reporting structure
- ☐ Objectives, tasks, duties, functions, and responsibilities of a position
- ☐ Purpose of the work as it relates to the company's mission and goals
- ☐ Education, including degrees, professional certifications, and licenses truly required to perform the job
- ☐ Qualifications and specific skills required, including years and type of experience, as well as management, decision-making, and problem-solving skills
- ☐ Work location and conditions, physical requirements, equipment and tools used, travel required and work schedule
- ☐ Be sure to state that the job description is not intended to represent a complete, comprehensive list of all duties and responsibilities and that there may be unplanned activities and other duties assigned
- ☐ If applicable, any competency-based expectations and accountabilities, beyond specific tasks, that focus on results rather than job duties assigned