

The Ins and Outs of Job Descriptions

Job Title:

Come up with a clear name for the position. Include who the position reports to, the FLSA Status (Exempt, Non-Exempt), and the Job Status (Full-Time, Part-Time, Temporary, Seasonal).

Job Description Summary:

Provide a concise description of the position and what success in the position would look like. Also include how this position fits into the company's overall mission. This section should not be more than one paragraph.

Essential Functions:

This section should be a bulleted list of the duties that are required to carry out the job. Tasks should be listed in order of importance.

Education and Experience:

Distinguish preferences from requirements! Include what level of education and experience is desired. Also include specific skills, certifications, and licenses if applicable.

Competencies:

Include the work habits, attitudes, personal characteristics, and behaviors that reflect how a person accomplishes the duties and responsibilities of the job.

Work Environment:

Describe the workplace environment for this position (indoors, outdoors, noise level, etc.)

Physical Demands:

Note the physical requirements of the job.

Supervisory Responsibilities:

Note whether the position has high, low, moderate, or no supervisory responsibilities.

Employee Acknowledgement:

Provide a statement that is to be signed by the employee and manager stating the employee has received, reviewed, and fully understands the description and what is expected of them in this position.

Ready to write your next job description?
Try using our fill-able PDF template on the next page!

Want more information? Visit our website at www.thehrtrail.com

Job Description

Job Title:		FLSA Status:	
Reports To:		Job Status:	

Job Description Summary:

Essential Functions:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

Education and Experience:

Competencies:

Competencies are classified as the work habits, attitudes, personal characteristics, and behaviors that reflect how a person accomplishes the duties and responsibilities of his/her job.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Work Environment:

Physical Demands:

Supervisory Responsibilities:

Employee Acknowledgement

I, _____, have received, reviewed and fully understand the job description for _____. I further understand that I am responsible for the satisfactory experience of the essential functions described and all conditions as described in this job description.

Employee Name: _____

Date: _____

Employee Signature: _____

Manager Signature: _____