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## About the Document

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|--------------------|---|
| <b>name</b>        | <b>JE-ALL-3530-M. Job Description Form</b>  |
| <b>owner</b>       | HR  |
| <b>what it is</b>  | <p>Form that provides a written statement describing the duties and responsibilities associated with a position, and the success factors and qualifications required for executing on those responsibilities.</p> <p>Used for:</p> <ul style="list-style-type: none"> <li>◆ Job evaluation, to clarify the details and skill levels required for a position</li> <li>◆ Job postings, to clarify the details and skill levels required</li> <li>◆ Identifying skill gaps</li> <li>◆ Performance reviews and probationary periods, to set goals and understand the criteria against which to measure performance</li> <li>◆ As an addendum to job offers</li> </ul> |
| <b>who uses it</b> | All Staff   |
| <b>used with</b>   | <ul style="list-style-type: none"> <li>◆ <i>JE-ALL-3530-E. EXAMPLE. Job Description Form</i></li> <li>◆ <i>JE-ALL-3510-R. List of Competencies</i></li> <li>◆ <i>JE-ALL-3500-M. Job Activity Log</i></li> </ul>   |

## Why This Process is Important

Having an accurate a job description is important because it:

- ◆ Helps staff have clarity on job responsibilities and duties
- ◆ Articulates the skills and experience required to do the job
- ◆ Identifies skills gaps for future development
- ◆ Provides a basis for determining and comparing salaries based on job responsibilities, both internally and externally
- ◆ Provides a foundation for conducting performance reviews. If you don't know what you're measuring against, how can performance be fairly measured?

## Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ To insert a check inside a check box, double-click on the check box and under the **Default value** heading, select **Checked**.
- ◆ Table cells will expand to accommodate any length of text.
- ◆ If required, copy and paste to add additional rows to the tables. Place the cursor in a row, right-click, and select **Insert > Insert Rows Below**. Or, to copy and paste a row, select the entire row and press **Ctrl + C**, then place cursor in the first cell of the destination row and press **Ctrl + V**.
- ◆ Delete table rows you don't need. Select the unused rows, then right-click and select **Delete Cells**. In the **Delete Cells** dialog, select **Delete entire row** and click **OK**.

## Instructions – Completing the Job Description Form

1. Open the *JE-ALL-3530-M. Job Description Form* template and save a copy to your working folder.
2. Complete each section of the form. For guidance and tips, see **Documenting Position Requirements** below.
3. Save the completed form.
4. Review it with your Manager.
5. Have your Manager review it with HR.
6. Obtain acceptance and agreement signatures.
7. File the signed copy with HR.

## Documenting Position Requirements

To help you avoid 'blank page syndrome', you are welcome to search **CUSTOMIZER: Enter link to job bank that is not copyright protected** for example descriptions of a similar position. These reference materials are meant to help you get started, but should not be copied verbatim to respect copyright laws and since all positions are unique in some way.

### Position Details

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The Position Details section captures and provides clarity on reporting, compensation and other information about the position. If there are fields you don't know how to complete, consult with your manager or HR.

## Position Overview

Provide a high-level overview of the position and responsibilities – ideally, one or two sentences that summarize the position.

## Responsibilities/Accountabilities

These are the high level responsibilities for which this position is accountable.

- ◆ Include no more than 8 high-level responsibilities, in descending order of importance.
- ◆ List 2-4 key tasks under each high-level responsibility.
- ◆ Use action verbs and clear, concise language. Keep sentences short
- ◆ Sometimes it's hard to recall everything a position is responsible for, and sometimes the scope of a position has increased over time. Use the *JE-ALL-3500-M. Job Activity Log* to record job activities over a period of time.
- ◆ Don't document every minor level and detail of the job. This is not the purpose of this process and is not beneficial. The information should be detailed enough to summarize key responsibilities, but broad enough that it doesn't require frequent updates
- ◆ Some employees may have 2 or 3 key responsibilities with many tasks that take up their entire day. Job descriptions for positions with highly specialized or repetitive tasks will likely be shorter. That's ok. This process is not about justifying your position or reinforcing on paper that you have a lot to do. Keep it simple and high level.

The following table provides examples of how responsibilities might be summarized.

| Too Detailed   | Better  | Even Better  |
|--|---|--|
| <i>Don't list every minor detail of the job, as shown in the example below</i>   | <i>If managing supply room, mail, and lunchroom are 3 top responsibilities, summarize as shown below</i>  | <i>If those responsibilities are tasks that may be grouped under one high-level responsibility, summarize as shown below</i>   |
| <b>1. Supply Room</b> <ol style="list-style-type: none"> <li>a. Walk to the mail room</li> <li>b. Check for mail in slots</li> <li>c. Ensure there is paper in the photocopier</li> </ol> <b>2. Mail</b> <ol style="list-style-type: none"> <li>a. Get mail from reception</li> <li>b. Categorize the mail</li> <li>c. Take the mail to the</li> </ol> | <b>1. Supply Room</b> <ul style="list-style-type: none"> <li>• Overall responsibility for supply room, including ensuring room is stocked, organized, and clean</li> </ul> <b>2. Incoming and Outgoing Mail</b> <ul style="list-style-type: none"> <li>• Overall responsibility for mail, including sorting and distribution</li> </ul> <b>3. Lunchroom</b> | <b>1. Office &amp; Facilities Administration</b> <ol style="list-style-type: none"> <li>a. Overall responsibility for supply room, including ensuring supply room is stocked, organized and clean</li> <li>b. Overall responsibility for mail, including sorting and distribution</li> </ol> |

| Too Detailed  | Better  | Even Better   |
|---|---|---|
| <p>front desk for delivery</p> <p><b>3. Kitchen Duty</b></p> <p>a. Ensure coffee supplies are available</p> <p>b. Load dishwasher</p> <p>c. Wipe counters</p> | <ul style="list-style-type: none"> <li>Overall responsibility for lunchroom including ensuring kitchen is clean, supplies are stocked, and dishes are put away</li> </ul> | <p>c. Overall responsibility for lunchroom including ensuring kitchen is clean, supplies are stocked, and dishes are put away</p> |

## Job-Related Technical Skills

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These are the skills you need to execute on the tasks of your position

- ◆ List the **real** skills and skill levels **required** to perform the duties of the position. Not the nice-to-haves, but the essential must-haves
- ◆ Don't list more than 10 skills. Most jobs will require less than 10.
- ◆ Specify the level of proficiency required: **Advanced**, **Intermediate**, or **Basic**. Not all technical skills will require 'advanced' proficiency. In many cases, basic knowledge or familiarity may be all that's required to do the job. Sometimes a quick Internet search can help you identify what basic vs. intermediate or advanced skills are, particularly for software or programming proficiency.

## Education/Training/Experience

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**Education** refers to formal education taken through a post-secondary school that results in a degree, diploma, or certificate.

**Training** refers to hands-on learning acquired through coaching, mentoring or 'learn by doing' activities.

**Experience** refers to the amount of time you have been using the skill in practice.

- ◆ Complete all other areas of the job description first before completing this section. The other sections will provide unbiased data to clearly complete the education, training, and experience necessary to do the job.
- ◆ List education, training, and experience requirements, differentiating between what is required versus what is preferred.
- ◆ Be careful not to include requirements based on personal preferences or bias. If a position does not require an MBA, for example, don't list it as a requirement. Otherwise, the Company may not be able to hire anyone without an MBA into the position, no matter how competent.

## Position Success Traits

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Position success traits are the observable and measurable behaviors or abilities required for a position. They encompass how the job is done versus the technical skills required to perform the work, and describe the person in the job, not the job itself.

These traits are the attitudes, beliefs, intrinsic motivators, and actions displayed on the job that distinguish high performers from low performers.

- ◆ List up to 8 position success (behavioral) traits required to be successful in this position. These are over and above the Core Company Success Traits, which are required for all positions.
- ◆ Refer to *JE-ALL-3510-R. List of Competencies* for suggested traits and wording. The 2 examples provided are taken from the *List of Competencies*. Replace these examples with your own content.
- ◆ For each trait, indicate whether the level of competency required is **High** or **Standard**.

## Physical Requirements

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List physical activities and abilities **required** to perform the duties of the position.

If the position includes physical elements, note them here to help clarify the physical abilities required to do the job. Refer to the template for examples.

You may need to refer to safety programs and legislated requirements to complete this section.