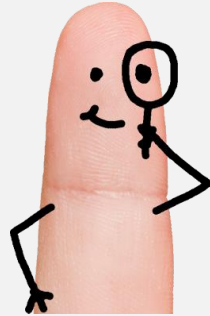


## About the Document

<b>name</b>	JE-ALL-3520-M. Job Procedures Form
<b>owner</b>	HR
<b>access &amp; use</b>	All Staff
<b>what it is</b>	<p>Form that documents detailed procedures for a position for one or more of the following purposes:</p> <ul style="list-style-type: none"> <li>◆ Cross training</li> <li>◆ Providing an addendum to a job description</li> <li>◆ Supporting a knowledge management initiative</li> <li>◆ Managing operational risk to allow for a smoother transition of duties in the event of an unforeseen absence.</li> </ul>
<b>who uses it</b>	An employee required to document detailed procedures for their position
<b>used with</b>	<p>You may find the following resources useful:</p> <ul style="list-style-type: none"> <li>◆ Your position's <i>JE-ALL-3530-M. Job Description Form</i>, which provides details of your position's main responsibilities.</li> <li>◆ <i>JE-ALL-3520-E. EXAMPLE. Job Procedures Form</i>, which provides a <b>partially-completed example</b> of procedures for a Human Resources Manager position. This will give you a sense of how the form might look like once finalized.</li> </ul>

## 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.
- ◆ Note that the form template includes placeholder sections for 10 responsibilities. However, your position may have more or less than 10 (more is not necessarily better!). You may copy and paste to add more sections, or delete sections, as required.
- ◆ To restart numbering of steps after copying and pasting sections, right-click on the first step and select **Restart at 1**. (See **To restart numbering**, below.)



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**FOR  
SMALL BUSINESS**

**FOR  
HR CONSULTANTS**

**1. HIRING NEW EMPLOYEES**

**TASK 1: OPENING A NEW POSITION**

**Procedure 1: Create file folder for new position**  
All information about the unique open position will be kept in this file folder in the "Recruiting" drawer

**Procedure 2: Create job description**

1. Retrieve job description template form from HR folder.
  - a. Rename the file with the new position; include date and position title.
  - b. Save the new document under "HR/Recruiting/Open Positions".
2. Meet with hiring manager to determine job description for new hire.
3. Send the completed job description to immediate stakeholders to obtain approval.
4. Print job description and obtain approval from Executive VP and CEO.
5. Place the approved job description in the file folder you created for the new position.

**Procedure 3: Create external job posting**

1. Retrieve job posting template form from HR folder.
  - a. Rename the file with the new position and position number; include the file name.
  - b. Save the new document under "HR/Recruiting/Open Positions/Job Postings".
2. Create the new job posting.
3. Send job posting to hiring manager for approval.
4. Place the approved job posting in the file folder you created for the new position.

**TASK 2: ADVERTISING THE POSITION**

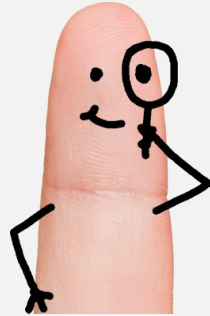
**Procedure 1: Place external advertisement**

1. Post a PDF version of job posting on our website career page
2. Send an email to all employees advising them of the open position.

5. Once the form is complete:
  - a. Update the table of contents - right-click on the table of contents, select **Update Field**, and then select **Update entire table**.
  - b. Print and sign the document.
  - c. Obtain your manager's signature.
6. Scan the signed document and email to HR for filing.

#### FOR CONSIDERATION

- ◆ Do not use uncommon terminology or acronyms.
- ◆ Include the following:
  - URLs and contact information
  - Any exceptions
  - Relevant tips, tricks, and shortcuts
  - Who needs to know the information, and where that information is located



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