About the Document

name	**JE-ALL-3520-M. Job Procedures Form**
owner	HR
access & use	All Staff
what it is	Form that documents detailed procedures for a position for one or more of the following purposes: ◆ Cross training ◆ Providing an addendum to a job description ◆ Supporting a knowledge management initiative ◆ Managing operational risk to allow for a smoother transition of duties in the event of an unforeseen absence.
who uses it	An employee required to document detailed procedures for their position
used with	You may find the following resources useful: ◆ Your position's *JE-ALL-3530-M. Job Description Form*, which provides details of your position's main responsibilities. ◆ *JE-ALL-3520-E. EXAMPLE. Job Procedures Form*, which provides a **partially-completed example** of procedures for a Human Resources Manager position. This will give you a sense of how the form might look like once finalized.

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.)

This template is included in the ConnectsUs HR™ Toolkits.

HR Toolkit™ FOR SMALL BUSINESS

HR Toolkit™ FOR HR CONSULTANTS

Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!

Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

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 folde
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 ti
   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 obta
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

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; incluc
   the file name.
   b. Save the new document under "HR/Recruiting/Open Positions/Job
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 ne

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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