

## Elements of an Effective Job Description

1. Job Title
2. Basic Functions
  - a. Explain the essential purpose and duties of the job in a few sentences.
3. Reporting Relationships
  - a. Describe the upward, downward, and lateral reporting relationships within the organization: to whom does the employee report, manage, and/or work with directly?
4. Authority
  - a. What decisions does the employee make? What authority does the employee have with regard to hiring, firing, pricing, check signing, etc.?
5. Responsibility & Principal Duties
  - a. Write an introductory charge that states "Is Responsible For" followed by a colon and a bulleted list of primary and secondary duties.
6. Job Requirements
  - a. Include a bulleted list of job requirements, including experience requirements, education requirements, and software competencies.
7. Criteria for Measuring On-the-Job Success
  - a. What specific goals or targets will define success in this position?
  - b. Use the SMART method to identify goals that are:
    - i. **Specific**
    - ii. **Measurable**
    - iii. **Attainable**
    - iv. **Realistic**
    - v. **Tangible**
8. Physical activities and requirements
  - a. Discuss or list any physical demands.
9. Attractive Aspects of the Job
  - a. Describe why this is a great job. Write a few sentences highlighting the most alluring aspects of the position, including location, office environment, benefits, pay range, exciting responsibilities, or even perks like a cell phone or company car. These aspects will be featured in the job advertisement.
10. Compensation range
  - a. Include hourly wage or salary information, as well as information about employee benefits.