



## The Importance of Job Descriptions

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All employees like to know what is expected of them and how they will be evaluated. Job descriptions can also be a great value to employers. Creating a job description often results in a thought process that helps determine how critical the job is, how one particular job relates to others and helps to identify employee characteristics.

A job description typically outlines the necessary skills, training and education needed by employees. It will spell out duties and responsibilities of the job. Once a job description is prepared, it can serve a basis for interviewing candidates, orienting new employees and evaluating incumbent job performance. Using job descriptions is part of good management.

### Components of a Job Description

1. **Job Title.**
2. **Department.**
3. **Reporting.** Provide details on the reporting and organizational structure. This will help the employee better understand how their activities fit into the total organization.
4. **Exempt or Non-Exempt Status.** Classifies the position as being eligible for overtime.
5. **Position Summary.** Brief overview description of duties.
6. **Essential Duties and Responsibilities.** Usually this section is the most lengthy. It details what the job actually entails and can be quite specific. It should detail any supervisory functions in addition to being as specific as possible by describing tasks the employee will face every day. This is also the best place to indicate whether the person will deal with customers, the public or only internal employees.
7. **Qualifications.** If the position involves the use of machinery (or computers), spell out what type of machines or software the employee will be used. If certain experience is required, include the number of years required in the industry or required experience needed to perform the job. Also detail any technical or educational requirements that may be critical or desired. This is also the place to provide some insights into the type of work environment or culture you are attempting to maintain, i.e., teamwork, customer service, attention to detail, fast paced, etc.
8. **Physical Demands and Work Environment.**
9. **Work Hours and Schedule**



### **Summary**

Using job descriptions will help an organization better understand the knowledge, skills and abilities needed to enhance the success of the company. They help in recruiting and hiring, evaluating employee performance, identifying training needs, and providing foundational information for disciplinary actions and terminations.

All too often, there is a misunderstanding of what a position entails and a well-prepared job description can help both sides share a common understanding.

If you would like additional information about writing and implementing job descriptions, please contact Sharon Ely, Director of Human Resources, Infinite Workforce Solutions/TX Works at [sely@infinite-ws.com](mailto:sely@infinite-ws.com) or call me at 512-271-9700, ext 209.