# Writing Job Descriptions

This playbook describes the process of writing comprehensive job descriptions. It focuses on outlining essential functions and ensuring compliance with employment laws.

### Step 1: Job Analysis

Conduct a job analysis to gather information about the duties, responsibilities, necessary skills, outcomes, and work environment of the job.

### Step 2: Essential Functions

Identify and articulate the essential functions of the job. These are the fundamental job duties that are critical for the position.

### Step 3: Qualifications

Specify the minimum qualifications required for the position, including education, experience, skills, and any certifications or licenses.

### Step 4: Compliance Review

Ensure that the job description complies with all relevant laws and regulations such as the Americans with Disabilities Act (ADA) and equal employment opportunity (EEO) standards.

### Step 5: Language Check

Use clear, objective, and non-discriminatory language. Avoid jargon, acronyms, and phrases that could be construed as discriminatory or exclusionary.

### Step 6: Formatting

Format the job description for readability. Use bullet points for duties and qualifications, and keep paragraphs concise.

### Step 7: Review & Approve

Have the job description reviewed by human resources, legal, and the hiring manager for final approval, ensuring it is accurate and complete.

## General Notes

### Consistency

Maintain consistency in style and format across all job descriptions within the company to ensure uniformity.

### Updates

Regularly review and update the job descriptions to reflect any changes in job duties or requirements.