

# 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.