



Preparing a Job Description

To prepare a job description, employers should determine: (1) the functions of each employment position; (2) the necessary qualifications for persons performing each position; and (3) any unique working conditions (e.g., a window washer must be comfortable dangling from extreme heights).

Evaluating Job Functions

- Does the job exist to perform this function?
- Would there be significant consequences if the function were not performed?
- Do employees in similar jobs perform the function?
- Can other employees perform the function without substantial cost or disruption?

Evaluating Qualifications

- What are the minimum qualifications?
- What are the critical skills, experience, education, training, licenses and certifications necessary for the position?
- Do all current employees in this position have these qualifications?
- Did prior employees in this position have these qualifications?
- What consequences would result from eliminating a specific qualification?

Obtaining Information About the Functions of a Job

- Directly observe employees performing specific job tasks.
- Interview employees.
- Prepare open-ended questionnaires regarding necessary knowledge, skills, abilities, job responsibilities, tasks, and work conditions.
- Prepare structured questionnaires with a list of tasks and qualifications that require prioritizing by importance or indications as to the frequency in which tasks are performed.
- Prepare a work diary or log where the employee records every task performed and the amount of time required to perform the task.