

Sample Job Description Template

Job descriptions are an important step in the hiring process because they will help you organize your thoughts around what type of person you need to fill your job. A job description also defines a person's role and accountability, so without a job description it is not possible for a person to properly commit to, or be held accountable for, a role. It will also serve as a way to describe your job to the rest of the world, i.e. your job candidates.

When you are describing your job to candidates, it's important to make it realistic, yet still appealing. The best job descriptions emphasize the things a person will (i) do, (ii) learn/how they will grow and (iii) how they will transform, career-wise.

It's important, therefore, to describe the impact someone will have on this job, so they can visualize doing it. Do this by clearly describing the challenges of the role, balanced with the impact they can make on the company and on their own career.

When creating your job description, remember:

- Avoid using salary and/or location as the key draw for candidates to this job.
- Don't shy away from describing the challenges associated with the role, because the best candidates will see these as opportunities to prove themselves.
- If possible consider involving the employee currently performing this job to help draft the job description.

Elements for your job description

8-15 responsibilities to describe the job are ideal. Any more and your role may lack focus. Include details beyond this in an Operational Manual for this person, but that comes at a later stage. Examples:

- Communicating (in relation to whom, what, how - and this is applicable to all below)
- Planning and organizing (of what..)
- Managing information or general administration support (of what..)
- Monitoring and reporting (of what..)
- Evaluating and decision-making (of what..)

- Financial budgeting and control (of what..)
- Producing/maintaining/repairing things (what..)
- Using equipment and systems (what..)
- Creating and developing things (what..)
- Self-development (typically the same point for all job descriptions of a given staff grade)
- Recruiting (of direct-reporting staff)
- Assessing (direct-reporting staff)
- Training (direct-reporting staff)
- Managing (direct-reporting staff)
- Formulation of direction and strategy

How to create the 8-15 responsibilities:

1. Brainstorm all of the aspects of your job.
2. Consider the following: processes, planning, executing, monitoring, reporting, communicating, managing people/ resources/ activities/ inputs/ outputs/ communications.
3. Organize your brainstorming ideas into a set of 8-15 key responsibilities, ranked in order of importance.
4. Have your current employee performing this job (if appropriate) or someone else who knows the job well check the list and edit it where required.
5. Make sure everything on the list is actually important and realistic.

Job description structure:

- Job title
- Based at (geographical location, business unit, etc.)
- Reports to (manager's title, location, etc.)

- Job summary (one sentence is best)
- Key responsibilities and accountabilities, (your 8-15 numbered points, in order of importance)
- Dimensions/territory/scope/scale of responsibilities (describe the areas to which responsibilities extend and the scale of responsibilities - staff, customers, territory, products, equipment, premises, etc)
- Date