



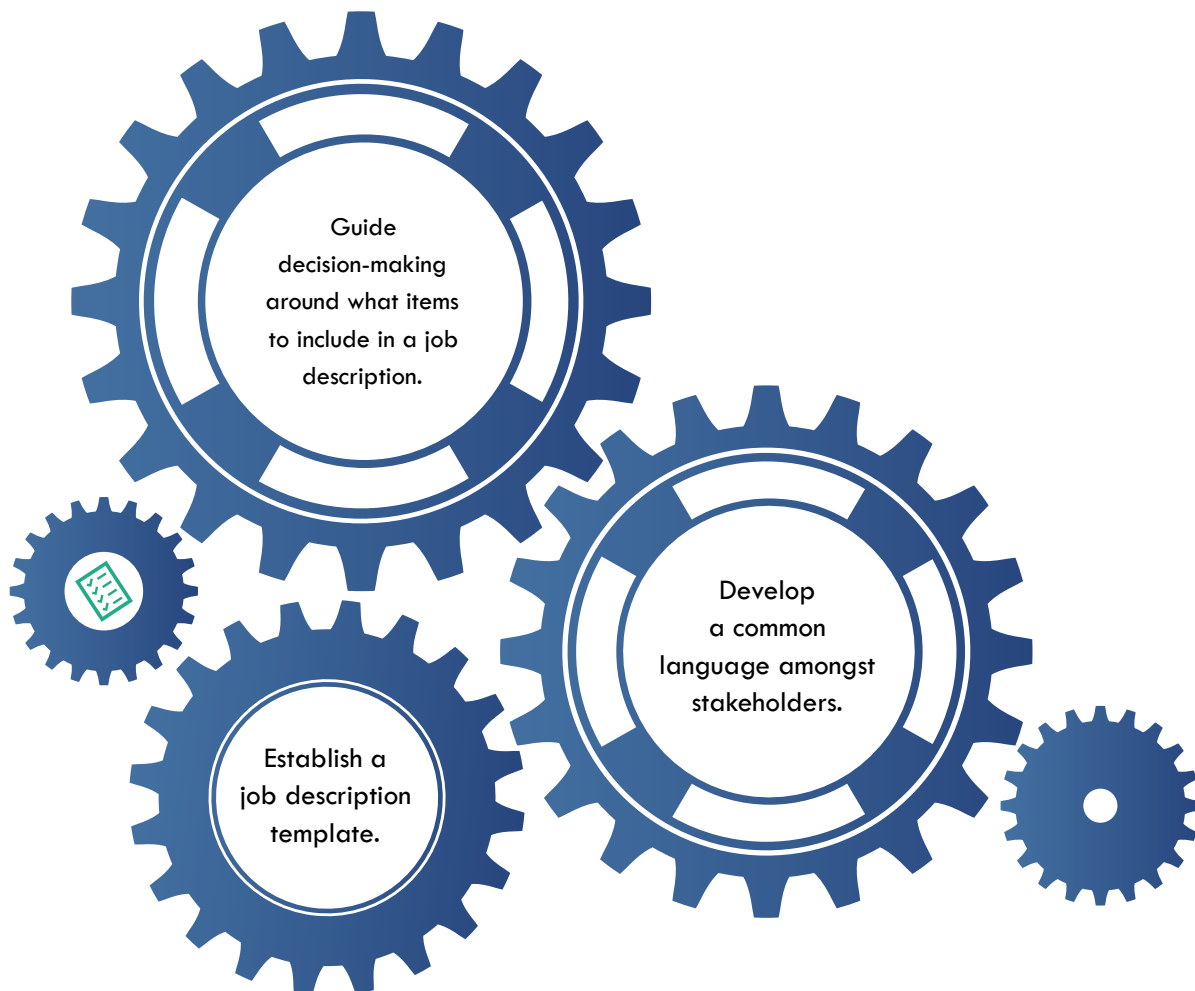
JOB DESCRIPTION CONSIDERATION CHECKLIST

WHAT NEEDS TO BE INCLUDED IN YOUR JOB DESCRIPTION

JOB DESCRIPTION CONSIDERATION CHECKLIST

Purpose

When engaging in job description redesign, this tool can be utilized to:



Directions

The list on the next few pages can be utilized to select the components that will be included in your job description template and to record the specific language you will use. In addition, a notes section under each component can be used to document your decisions and record any pertinent information.



POTENTIAL JOB DESCRIPTION COMPONENTS

☐ **Job Title/Working Title/Market Range Title**

Notes:

☐ **Summary Statement/Position Overview/Purpose Statement/Position Objective**

Notes:

☐ **Essential Job Functions/Essential Duties/Job Duties/Responsibilities**

Notes:

☐ **Key Competencies/Core Competencies/Knowledge, Skills, or Abilities**

Notes:

☐ **Minimum/Required Education and Experience**

Notes:

☐ **Preferred Education and Experience**

Notes:

☐ **Reporting Structure/Supervision Structure/Supervision Exercised/Supervision Received/Reports To**

Notes:

☐ **Classification/FSLA Status (e.g., exempt, non-exempt, classified, unclassified)**

Notes:

☐ **Salary Grade/Level/Family/Range**

Notes:

☐ **Working Conditions/Work Environment/Physical Demands**

Notes:

☐ **Other duties as assigned approach**

Notes:

☐ **Disclaimer Statement/Notice/Reasonable Accommodation and Essential Functions Statements**

Notes:

☐ **Affirmative Action Plan (AAP)/Equal Employment Opportunity (EEO) statement**

Notes:

☐ **Job description subject to change**

Notes:

☐ **Job description not intended to represent all duties and responsibilities**

Notes:

☐ **Note on review cycle/next review date**

Notes:

☐ **Other**

Notes:

☐ **Other**

Notes: