

How to Update or Write Job Descriptions

Job descriptions should be up-to-date and accurate to assist in the performance evaluation process. The supervisor and/or employee may choose to update the job description and include the information as part of the expectation or goal setting process in performance evaluation. The University does NOT update and maintain job descriptions, nor keep current job descriptions on file. Individual job descriptions are maintained and updated at the departmental level.

What do job descriptions typically describe?

Tasks, duties, responsibilities, knowledge, skills, and abilities required to do the job

An accurate job description helps in:

- Recruitment, orientation, selection, and training objectives.
- An updated description will serve as a good starting point for the development of performance expectations.

Identify the Key Skill Areas for the Job:

Organizing	Administrating	Scheduling
Planning	Coordinating	Repairing
Managing	Directing	Servicing
Supervising	Communicating	Handling
Marketing	Implementing	Maintaining
Evaluating	Processing	Diagnosing
Researching	Advising	Controlling
Training	Assisting	Designing
Initiating	Problem-Solving	

Then assign descriptors (behavioral objectives) to that skill

For example:

- * *Supervising student workers to ensure coverage within the office*
- * *Maintaining the database to ensure it is current and accurate.*
- * *Assisting supervisor with project coordination and information dissemination.*

Participation is the key to developing good job descriptions!

Step 1: Identify the stakeholder(s) – employees in the position

Step 2: Include the employee in the process. If there is more than one employee, form a “slice-group,” a cross section of employees

Step 3: Identify your vision for the position

Step 4: Interview for data

- relevant skill areas
- behavioral statements (gather relevant anecdotal information)
- training requirements
- purpose of position

Step 5: Draft the job description

Step 6: Validate the job description with employees

Step 7: Correct and Implement

Behavioral Objectives

Three important dimensions to writing good behavioral objectives: Behavior

+ Standard + Condition

The Behavior

observable and measurable actions

The Standard

quantity, quality or time parameters

The Condition

the parameters which the behaviors must be performed in

In writing descriptions, do not concentrate only on the WHAT, but the WHY!