

SAMPLE **JOB DESCRIPTION OUTLINE**

JOB TITLE:

STATUS:

JOB CODE:

DATE:

DEPARTMENT:

DIVISION:

REPORTS TO:

REVISION NO:

POSITION SUMMARY:

Please provide a brief summary of the position.

PRINCIPLE ACCOUNTABILITIES:

Please make a list of job tasks stating what is done and how it is done. Begin each sentence with a verb using present tense singular. For example: Analyze financial data using spreadsheet software. Prepare reports using Wordperfect 5.1 software.

JOB REQUIREMENTS:

EDUCATION:

List minimum acceptable educational requirements to do this job.

EXPERIENCE:

List number of years of experience in the job and specific knowledge requirements.

SKILLS:

List analytical, organizational, interpersonal, technical, managerial skills, and so on.

PERSONAL RELATION SKILLS:

Must be able to positively interact with people on a daily basis. Must be able to take constructive criticism, must be able to work together with others.

MISCELLANEOUS:

Must be able to get to work on a daily basis and on time.

SUPERVISORY RESPONSIBILITIES:

Please list the number of people supervised and their job titles. If this position does not supervise put "none".

EQUIPMENT TO BE USED:

Please list computers, fax machines, telephones, calculators, floor waxers, power tools, forklifts, and so on.

TYPICAL PHYSICAL DEMANDS:

Please list job requirements such as lifting, standing, sitting, and so on. Try to be specific. Example: "Must be able to lift 50 pounds," "must be able to sit 7 hours per day," "must be able to drive a car."

TYPICAL MENTAL DEMANDS:

List the mental requirements of the job. Example: "must be able to do simple math calculations" or "must be able to analyze complex information."

WORKING CONDITIONS:

Please list examples such as "must work evenings and /or weekends," "job requires driving _____% of the time," "works in a typical office setting," "works outside 90% of the time," and so on.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT