HR talks
Writing Job Descriptions
What is a job description?

- Frameworks the core components to essential processes
- Outlines essential duties
- Defines minimum requirements
- Focuses on specific knowledge, experience and skills needed to perform the job
Highlights of the new form

• 1-2 page form
• No signature(s) needed
• Focuses on 5-7 essential duties
• Helps consolidate job responsibilities
How is a job description used?

• Serves as performance appraisal resource
• Aids in preparing the job advertisement
• Sets clear expectations of the position
• Defines the employee’s role in the department and overall within the university
Current Job Description Form

July 2018
Identification of the position

University of Louisville
Job Description

For Compensation Use Only

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code:</td>
<td></td>
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<tr>
<td>Grade:</td>
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<tr>
<td>FLSA Status:</td>
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</tbody>
</table>

Job Title:

Reports to
Title:

Department:
## Identification of the position

### Job Title:

### Reports to
- **Title:**

### Department:

### University of Louisville Job Description

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Job Code Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Set ID:  =  UOFL1
Job Code:  begins with
Description:  begins with
Occupational Series:  begins with
Official Position Title:  begins with

Include History  Case Sensitive
Limit the number of results to (up to 300):  300

Search  Clear  Basic Search  Save Search Criteria

Find an Existing Value  Add a New Value
Job Summary

University of Louisville
Job Description

JOB TITLE:

REPORTS TO:

DEPARTMENT:

For Compensation Use Only:
Job Code:
Grade:
FLSA Status:
Date:

I. JOB SUMMARY
Job Summary Examples

• This position designs primarily aircrafts, spacecrafts, satellites, and missiles. In addition, they create and test prototypes to make sure they function according to design.

• To provide general law enforcement services to the University of Louisville community; protecting life and preventing damage to property; and general enforcement of State and Federal laws and University policies and procedures.
Essential Duties & Responsibilities

• Write 5-7 essential duties
• Use action verbs
• Rank duties in order of importance
• Use clear and concise language
• Avoid jargon
• Define acronyms
Minimum requirements

Outlines the experience, knowledge, training and skills; the lowest level of acceptable education and/or experience needed to successfully perform the job duties.
Examples: preferred qualifications

• These qualifications include additional job-related education, experience, skills, competencies, and credentials desired by the department.

• Applicants who possess these preferred qualifications would be considered top candidates for the position.

• List any preferred qualifications that the ideal candidate would have. This may include an advanced degree, a specific type of experience, preferred certifications, etc.
Competencies

- **Project Management** - organized, task oriented, ability to delegate and follow up.
- **Proactive** - anticipates and plans for problems before they arise.
- **Analytical** - evaluating data and other information with the ability to choose the best solution and make recommendations.
- **Flexible** – ability to change directions as needed for the good of the department or organization.
- **Service Excellence** – responsive, informs constituents of process, pleasant to work with, educates and provides timely, accurate information.
- **Organized** – manages time effectively, keeps tasks appropriately prioritized.
- **Critical Thinking** – ability to think through issues and identify appropriate options.
Physical Requirements

• List the physical demands of the job that the candidate/incumbent is required to be able to perform.

• Most office jobs will be the same, but certain jobs may have additional requirements due to the specialized nature of the job.
Things to remember

- Job summary outlines the high-level responsibilities of the job
- Essential responsibilities and duties focuses on 5-7 primary duties
- Minimum requirements are set by compensation team
- Job description sets clear expectations of the position
- Compensation recommends final titles to ensure accuracy and consistency across the University.

Compensation 101 Training
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HR to You

HR talks HR listens

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