



Job Description Tips

Purpose

Job description summarises the essential responsibilities, activities, experience, qualifications and skills for a specific position.

Steps

Identify:

1. Main goal/purpose - what does the job need to accomplish
2. Duties & Responsibilities
3. Qualifications Required
 - *Traits that can't be learned (detail-oriented)*
 - *Skills that can be learned (Excel)*
 - *Education required*
 - *Experience required*
 - *Licenses/Certifications/Designations*
 - *Physical and/or mental effort required*
 - *Are there bona-fide job requirements*

Reference:

<https://www.indeed.com/hire/how-to-write-a-job-description#:~:text=A%20job%20description%20summarizes%20the,benefits%20it%20provides%20to%20employees.>