

## Writing Job Descriptions

A job description tells someone what his or her job entails. It means that you want to include the main responsibilities of the job and the time required, and it also means that you need to provide a clear idea of the skills a candidate should possess. A well-written job description will help you find the right person for the job.

When you write your job description, make sure that you include the following:

1. **Job title** -- make sure that the title is clear and easily understood.
2. **Objective** -- this short paragraph provides general information about the purpose of the job.
3. **Summary** -- this is a brief paragraph or two that explains the job in general.
4. **Responsibilities** -- these are the tasks associated with the job. These tasks are typically the major ones, the ones that the employee spends the most time doing once hired. However, it is also a good idea to list those tasks that are vital for success, so minor tasks are definitely worth mention.
5. **Qualifications and skills** -- these are both “hard” and “soft” skills. “Hard” skills are technical ones such as education level, previous jobs, certifications, and technical skills. “Soft” skills relate to people skills such as being able to communicate effectively. These skills can sometimes be called “personality traits.”

You may wish to include additional information to help a person decide if he or she wants to apply for the job. Additional information might include:

1. **Company overview** -- this is a brief summary of the company itself and might include company locations, size, mission, company culture, and history.
2. **Salary and benefit information** -- some businesses may include a salary range as well as a list of benefits (e.g. insurance, retirement, and vacation).
3. **How to apply** -- this tells the interested candidate how to apply for the job. Most job descriptions direct applicants to a website that will ask for (at the very least) a letter of application and a resume.