

What should we include in a job description?

Answered by The HR Pros

Accurate and carefully crafted job descriptions are essential for attracting and keeping new employees, setting clear performance expectations, and serving as a critical line of defense in many types of employment litigation.

Effective job descriptions include:

- **Job title:** Create a title that accurately reflects the position. Avoid cutesy terms like “ninja” or “guru.” If applicable, use the title to indicate where the position fits in a career ladder (e.g., a *senior* manager).
- **Exemption status:** Indicate whether the role is exempt from minimum wage and/or overtime.
- **Position summary:** Provide a brief, high-level overview of the position’s purpose and duties. It should be clear and concise.
- **Essential functions:** List the 3-5 most critical responsibilities and tasks, starting with the most important task or the one to which the employee will devote the largest share of their time.
- **Qualifications:** Identify the knowledge, skills, abilities, and other characteristics that an individual must have to perform the job duties.
- **Supervision:** Indicate how this position is supervised or to whom the person in this position will report.
- **Work environment:** Give an idea of the nature of the location (e.g., remote or corporate) and working conditions. Be sure to include any physical requirements of the job, noise levels, and/or temperature.

This Q&A does not constitute legal advice and does not address state or local law.