# *Tips for Writing an Effective Job Description*

### The anatomy of a well written job description:

- Title of the position
- Organization name and possibly a brief company description
- Overall responsibility (the "why" of the job)
- Key areas of responsibility (the "how" of a job; tasks and duties)
- Qualifications: The skills, attributes, and/or credentials needed to perform each task, including:
  - Necessary education; degree, major, etc.
  - Skills
  - Experience
- Terms of Employment
  - Part time, full time, temporary, seasonal, etc.
  - Desired start date
  - Required schedule-hours/days
  - Compensation/pay rate
  - Geographical location
- Application instruction
  - Method (resume, application, etc.)
  - Required documents/information
  - Deadlines
  - Contact person and contact information

### Tips:

- Don't rely solely on a job's history as you are putting together a job description for today. Focus instead on what the job needs to be in light of the organizations' current needs and long-term objectives
- Use specific language. For example:
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| Too General | Specific |
|---|---|
| Computer literate | Proficient with Microsoft Word, Excel, Quickbooks |
| Good communication skills | Ability to communicate technical information to non-technical audiences |
| Handles administrative chores | Receives, sorts, and files monthly personnel action reports |

Warning! A job description is generally regarded as a legal document. Any references to race, color, religion, age, sex, national origin or nationality, or physical or mental disability is illegal.

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