

## JOB DESCRIPTION FORM

This document is used externally to describe the position and create job postings and advertisements. All this information can be found on the Job Analysis Form.

<b>Position Title</b>	
<b>Reports to</b> (Supervisor's name)	
<b>Incumbent's Name</b> (Name or "N/A – New Position")	
<b>Department</b>	
<b>Date</b> (Date description was modified or approved)	
<b>Position Purpose</b> (Describe the overall purpose of the position and what the organization will gain by having this position. )	
<b>Organizational Relationships</b> (Describe the direct and indirect reporting and supporting relationships needed for success in this position.)	
<b>Pay</b> (Describe the starting wage or wage/salary range.)	
<b>Major Responsibilities and Deliverables</b> (List the major responsibilities expected of the position. The responsibilities listed will be used in constructing an advertisement or job announcement and in creating interview questions.)	
<b>Core Competencies</b> (List the core competencies needed to be successful in this position. Also, consider competencies desired. These competencies will be used to screen applicants and create interview questions.)	

<p><b>Qualifications</b></p> <p>(List the minimum qualifications that will be considered and list them as required. List qualifications that would be nice to have, but not necessary for success in the job as preferred.)</p>	
<p><b>Potential Opportunities for Advancement</b></p> <p>(List the potential promotional or growth options for this position. Is this position involved in a ladder sequence such as Technician-Surveyor-Engineering Aide-Sr. Engineering Aide? Is this position used to recruit to other positions, for example, do most of your Client Service Representatives come from your Administrative Assistants pool? Are most of your Executive Assistants recruited from your Administrative Assistants?)</p>	
<p><b>Physical Demands</b></p> <p>(List the required physical demands of the position. This will be necessary if you conduct medical reviews prior to the final job offer. It also will be necessary if an applicant asks for a reasonable accommodation due to a disability. List requirements such as how much time is spent standing, sitting, crouching, crawling, walking, climbing, lifting, bending, etc. Also, list requirements such as computer work, writing, typing, etc.)</p>	
<p><b>Company Information</b></p>	
<p><b>Organization</b></p>	
<p><b>Address</b></p>	
<p><b>Telephone</b></p>	