Job Description Checklist

The Job Description Checklist is a tool designed to assist department when writing a new job description. The answers to the questions below should be part of the job description and state how an individual is to perform the job.

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| **Work Performed** | |
| * What is the general purpose of this job? |  |
| * What are the Essential Functions performed and percentage of time per function? A job function may be considered Essential for any reason below:   1. The reason the job exists is to perform that function; The limited number of employees available to do that job function; and/or   2. The job function requires highly specialized expertise or ability.   3. What are other functions that will be performed, but not essential?   4. How are functions of this job performed? |  |
| * Determine the frequency and scope of specific functions (department wide, campus wide, annually, weekly, etc.). |  |
| * Will this job work with internal relationships (committees, teams, etc.)?  If yes, please identity. |  |
| **Education, Knowledge, and Skills Required** | |
| * What are the areas of education/knowledge required to perform this job that are acquired by experience or study?   1. Are there general disciplines or specialized expertise needed for this job?   2. Are there specific licenses, credentials, certifications, etc.?   3. Formal education (how much/degree specific)?   4. Applicable experience (how many years)? |  |
| * What are necessary skills (an observable set of learned competences) required to perform this job?  1. Mental (computational, analytical, abstract, etc.)? 2. Physical (visual, dexterity, etc.)? 3. Interpersonal (selling, counseling, supervising, etc.)? 4. Language and communication (written, verbal)? |  |

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| **Physical Requirements** | |
| * What are the physical requirement required to perform this job?  1. Lifting? 2. Motion (bending, stooping, crawling, reaching, climbing)? 3. Environment (heat, cold, humidity, noise)? 4. Hazards (chemicals, hazardous materials)? |  |
| **Job Type, Expected Hours of Work, Travel** | |
| * Will the job be full time or part time? Temporary or permanent? |  |
| * What are the expected work hours? |  |
| * Will travel be required? |  |
| **Job Identity** | |
| * What would the purposed job title (Accountant, Administrative Coordinator) be? |  |
| * What is the home department? From which budget code(s) will this job be funded? |  |
| * What is the proposed organization structure? Who will supervise this job? |  |
| * Is this a single incumbent job? |  |
| * Are there similar jobs across campus (based on level of responsibility and qualifications)? |  |
| **Sources of Candidates** | |
| * Are there internal candidates? |  |
| * Is there an opportunity to promote/recruit from within and hire a different job? |  |
| * How long will the job be posted? |  |
| * How will you recruit for a diversified pool of qualified candidates? |  |
| * Where do you want to source (location, organization, industry, specific companies) candidates? |  |
| * Will the department provide hands-on training? |  |
| **Accountabilities** | |
| * Are there assets, budgets, and expenditures for which this job is responsible? |  |
| * Will this job supervise others (staff and/or students)? What responsibilities will be involved – hiring, training, performance evaluations, and providing work direction? |  |
| * Is there outside/community relationships that this job will be responsible for maintaining? |  |

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| **Salary** | |
| * Has this job and potential salary been approved by your department leadership and budget representative? |  |
| * Have you taken into account the applicable fringe rate? |  |
| * If this is a new job, do you need salary market data? |  |