JOB DESCRIPTIONS – QUICK GUIDE

WHAT IS A JOB DESCRIPTION
A job description is a document that accurately describes the major responsibilities, essential functions and minimum requirements of a job. While the job description must contain sufficient information to appropriately describe the role, it is not intended to include every detail of the work performed. Job descriptions should focus on the role itself, not on the individual who might fill the position.

WHY IS A JOB DESCRIPTION IMPORTANT
A well written job description serves a variety of purposes including:

- Ensuring that employees and managers have a clear, mutual understanding about job expectations.
- Clarifying expectations for performance planning and goal setting.
- Assisting with career development opportunities and talent management initiatives.
- Identifying training needs and opportunities.
- Assisting in the job evaluation process.
- Supporting the recruiting process to prospective candidates by providing a clear understanding of the role.

HOW TO CREATE AND MODIFY A JOB DESCRIPTION
Job descriptions are created, approved, and maintained in a system called PeopleAdmin. Individuals who have access to enter requests in PeopleAdmin are known as Originators. Originators are typically a Key Contact or their designee.

Managers should work with their Key Contact/Originator when creating a new job description or modifying a current description. Managers may use the appropriate form to create or modify a job description, found on the HRM website: Resources & Forms → Compensation Resources & Forms → Job Description Forms.

Although the manager is ultimately responsible for the overall content, employees may also provide input into the job description.

The Originator is responsible for updating the revised description in PeopleAdmin and sending it to Compensation for review and approval. Once a job description has been approved, the final version will be retained in the PeopleAdmin Job Library.

Human Resources Consultants are available to provide assistance during the process of creating or updating job descriptions.
CREATE A JOB DESCRIPTION

Creating a job description is a simple process done in collaboration with your Key Contact/Originator:

1. Identify need to create job description
2. Write new job description
3. Follow appropriate approval guidelines within College or Division
4. Work with Key Contact/Originator to finalize job description in PeopleAdmin
5. Key Contact/Originator submits to Compensation for approval

Once the above steps are completed, Compensation will review and approve the job description in PeopleAdmin and will forward for additional approvals as required. Once all approvals have been obtained, Compensation will notify the Originator that the job description has been approved and is now available in the job library.

MODIFY A JOB DESCRIPTION

Modifying a job description is a simple process done in collaboration with your Key Contact/Originator:

1. Identify need to update job description
2. Review and update job description
3. Follow appropriate approval guidelines within College or Division
4. Work with Key Contact/Originator to finalize job description in PeopleAdmin
5. Key Contact/Originator submits to Compensation for Approval

Once the above steps are completed, Compensation will review and approve the updated job description. If not approved, Compensation will return the job description to Originator to work with Manager for further updates.

If the job description results in changes to position data, the Originator will be notified to submit an Action Form for processing. No action form is needed if the job description results in no changes to position data.

The final revised job description will be saved in the PeopleAdmin Job Library and the Originator will be notified.
HOW TO GET A COPY OF A JOB DESCRIPTION

Managers may reach out to their Key Contact (or their designee) or Human Resources Consultant to obtain a copy of a job description.

Current employees may request a copy of their job description by working with their Manager, Key Contact (or their designee), or Human Resources Consultant.