

# HOW TO DEVELOP A JOB DESCRIPTION

GUIDEBOOK

**2023**

***CULTURED*HR**

Practical Experience.  
Passionate Leadership.

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Practical Experience.  
**Passionate Leadership.**

HR is no small feat for a  
small business owner to take on.

**That's where we come in.**

*(We actually like this stuff.)*

Founded in 2015, CulturedHR exclusively supports companies with up to 100 employees and brings practical experience and expertise of the best practices and legal requirements of employee relations for small businesses.

From recruitment to retention strategies, employment policies to procedures, negotiations and employment agreements, plus keeping on top of complicated, changing legislation – we take care of it so you can focus on your core business.

Our certified HR professionals take the time to get to know your business's goals and procedures to ensure we're building and supporting a corporate culture and HR strategy that's exactly right for your business.

## Contact Us



We have strategically assembled a team of expert professionals to assist you with your HR needs. **We're like The Avengers, only for HR!** The team works collectively to craft a strategy that works for your company, utilizing up-to-date tools and software to cover all your bases, and maintain.

**We're ready when you are.**

Reach out to us any time and we'll be happy to find the best fit for your organization.

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**CULTUREDHR**

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Passionate leadership.*

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## What is a Job Description?

A job description outlines the main tasks, duties, functions, responsibilities as well as the required skills/qualifications of positions within an organization.

## Why is a Job Description Important?

- It clearly defines the skills and responsibilities of a role.
- Helps an organization structure compensation by determining job market value.
- Used for strategic planning of Human Resources.
- Improves the overall recruitment process by:
  - Improving communication between candidate and the organization by providing clarity on the role and aligning expectations.
  - Providing a tool and guideline for developing job-specific interview questions.
  - Helping to identify the right candidate for the job.
- Provides a benchmark for employee training and development.
- Provides a roadmap for employee growth within the role.
- Helps an organization evaluate job performance by having clearly defined expectations. Also serves as a neutral objective point of reference for conflict resolution and performance conversations.

## Who Develops the Job Description?

Typically, writing a job description is a collaborative process between Human Resources, the Hiring Manager and the role holder.

## What is Included in a Basic Job Description?

- Job Title
- Job Identification
- General description of the role
- Main duties and responsibilities
- Skills required
- Experience and qualifications required
- Core competencies
- Physical requirements
- Work environment



## Basic Job Description Template

**Insert Company  
Logo Here**

**{Insert Job Title}**

### Job Identification

<b>Job Title:</b>		<b>Job Code:</b>	
<b>Job Level:</b>		<b>Location:</b>	
<b>Reports To:</b>		<b>Department:</b>	
<b>Direct Reports:</b>		<b>Reviewed By:</b>	
<b>Indirect Reports:</b>		<b>Date Posted:</b>	
		<b>Last Updated:</b>	

### Relationship With Other Jobs

<b>Job(s) Directly Above:</b>	
<b>Job(s) Directly Below:</b>	
<b>Job(s) Comparable:</b>	

### General Description

{insert here}

### Main Duties and Responsibilities

**Include duties in order of time spent from most to least, excluding duties that take up less than 15% of the time:**

	Description
1.	
2.	
3.	
4.	
5.	



## Skills Required

Please list those measurable or observable knowledge, skills, and/or abilities that are required to succeed in performing the essential functions of the job:

{insert here}
---------------

## Experience and Qualifications

Please indicate any specific experience and/or qualification requirements related to the job:

<b>Education Level:</b>	
<b>Education Discipline:</b>	
<b>Job Specific Requirements:</b>	
Required: <input type="checkbox"/>	
Preferred: <input type="checkbox"/>	
<b>Technical Knowledge:</b>	
<b>Years of Experience:</b>	

## Core Competencies

{insert here}	

## Physical Requirements

{insert here}
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## Work Environment

{insert here}
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*The above statements are intended to describe the general nature and level of work being performed by individuals in this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. This job description does not represent nor take the place of an employee contract.*

