

This template provides the major categories that you should include in your job descriptions along with an explanation of what to include in each category.

|                   |                                                                    |
|-------------------|--------------------------------------------------------------------|
| <b>Job title</b>  | <i>The formal title of the position</i>                            |
| <b>Reports to</b> | <i>The title of the position that the job incumbent reports to</i> |

### **Job purpose**

Provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish.

- The job purpose is usually no more than four sentences long

### **Duties and responsibilities**

List the primary job duties and responsibilities using headings and then give examples of the types of activities under each heading. Using headings and giving examples of the types of activities to be done allows you to develop a flexible job description that encourages employee to 'work outside the box' and within reason, discourages "that's not my job".

- Identify between three and eight primary duties and responsibilities for the position
- List the primary duties and responsibilities in order of importance
- Begin each statement with an action verb
- Use the present tense of verbs
- Use gender neutral language such as s/he
- Use generic language such a photocopy instead of Xerox
- Where appropriate use qualifiers to clarify the task – where, when, why or how often – for example instead of "greet visitor to the office" use "greet visitors to the office in a professional and friendly manner"
- Avoid words that are open to interpretation – for example instead of "handle incoming mail" use "sort and distribute incoming mail"

### **Qualifications**

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

All qualifications must comply with provincial human rights legislation.

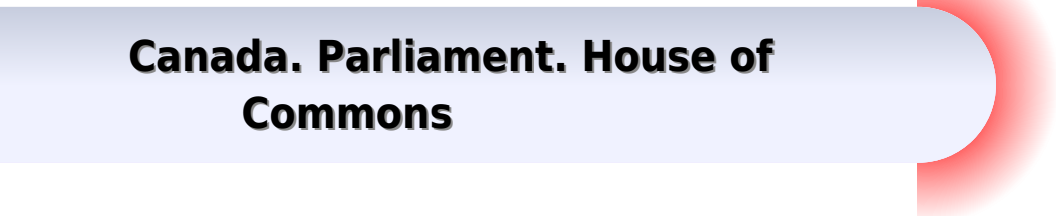
Qualifications include:

- Education
- Specialized knowledge
- Skills
- Abilities
- Other characteristics such as personal characteristics
- Professional Certification
- Experience

### **Working conditions**

# Report On Job Position

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