Job Description Checklist

Please use this checklist to help structure your internal Job / Position descriptions.

## Core Components

* + Job Title
	+ Job Summary or Overview of the Role
	+ Job Location
	+ Responsibilities & Qualifications
	+ Daily Duties
	+ Skills Needed to Perform the Job
	+ Knowledge for the Role
	+ Soft Skills
	+ Hard Skills
	+ Certifications, Diplomas, Degrees necessary for this Job
	+ Organizational Structure: “Reports To”
	+ Supervisory Responsibility (Will this Job have any direct reports?)
	+ Salary Range or Compensation Structure
	+ Company Benefits: Healthcare, Paid Time Off / Holiday, Other Perks of the Job
	+ Company Bio

## Additional Information to Consider Including

* + Job Classification (e.g. Full-Time, Part-Time)
	+ Date of Job Description – keep track of the last time you’ve updated your Job Descriptions!
	+ Work Environment – describe the environment where this Job will be working
	+ Physical Demands / Lifting Requirements
	+ Expected Hours of Work
	+ Travel Required
	+ Disclaimer – Consider adding a statement that indicates that this Job Description is not meant to cover all activities and responsibilities and that the Job Description is subject to change.
	+ Signature Lines for Employee / Supervisor to Sign