# 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