HR Partner

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