

DEVELOPING A JOB DESCRIPTION

Overview

The process of developing a job description helps you articulate the most important outcomes you need from an employee performing a particular job. A job description is also a communication tool that tells coworkers where their job leaves off and the job of another starts. A well-written job description tells an employee where their job fits within the overall department and the overall organisation.

There are also examples and knowledge checks throughout the course.

As the course is not tailored to your particular circumstances, it should not be treated as legal advice.

Objectives

At the successful completion of this course, participants will be able to:

- Describe the purpose of a job description.
- Understand the importance uses of job descriptions
- Performance job analysis.
- Write a job description.

Duration

30 minutes (nominal)

