**Job Description Activity**

*Instructions*: For this assignment you will be completing a job description for your WBL placement. View the helpful information below to use as a model for your own job description. Make sure to use accurate information! Job Descriptions should be professional and detailed! This will be the first item in your **WBL portfolio** for the semester and should be visible on your **home page** along with your **on-the-job photo**.

**Overview**

A job description should be practical, clear and accurate to effectively define your needs. Good job descriptions typically begin with a careful analysis of the important facts about a job such as:

* Individual tasks involved
* The methods used to complete the tasks
* The purpose and responsibilities of the job
* The relationship of the job to other jobs
* Qualifications needed for the job

**What to Include**

Job descriptions typically include:

* Job title
* Job objective or overall purpose statement
* Summary of the general nature and level of the job
* Description of the broad function and scope of the position
* List of duties or tasks performed critical to success
* Key functional and relational responsibilities in order of significance
* Description of the relationships and roles within the company, including supervisory positions, subordinating roles and other working relationships

Additional Items for Job Descriptions for Recruiting Situations

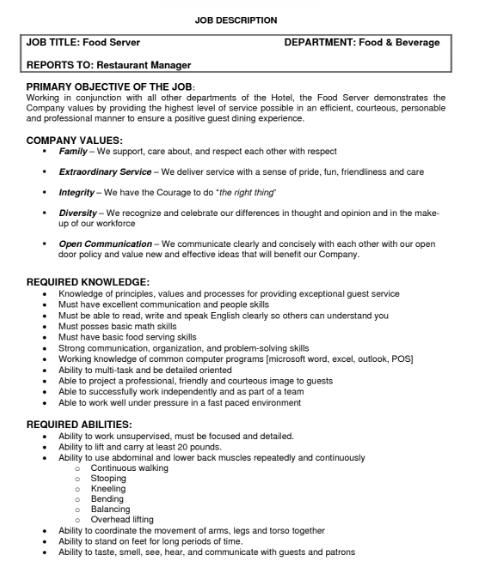
* Job specifications, standards, and requirements
* Job location where the work will be performed
* Equipment to be used in the performance of the job
* Collective Bargaining Agreements if your company's employees are members of a union
* Salary range

**Proper Language in the Job Description**

Keep each statement in the job description crisp and clear:

* Structure your sentences in classic verb/object and explanatory phrases. Since the occupant of the job is the subject of your sentence, it may be eliminated. For example, a sentence pertaining to the description of a receptionist position might read: "Greets office visitors and personnel in a friendly and sincere manner."
* Always use the present tense of verbs.
* If necessary, use explanatory phrases telling why, how, where, or how often to add meaning and clarity (e.g. "Collects all employee time sheets on a bi-weekly basis for payroll purposes.")
* Omit any unnecessary articles such as "a," "an," "the," or other words for an easy-to-understand description.
* Use unbiased terminology. For example, use the he/she approach or construct sentences in such a way that gender pronouns are not required.
* Avoid using adverbs or adjectives that are subject to interpretation such as "frequently," "some," "complex," "occasional," and "several."

Sample Job Description



**Sample On-the-Job Photos:**



