

SECTION I



JOB DESCRIPTION

In this section you will be preparing a formal job description for your new role.

A job description is a summary of the role you are hiring for, it is made up of 3 main sections: Responsibilities, KSAC's [Skills], and Qualifications. It usually contains information about your company, the reason you are hiring for this role, and details [hours, location, benefits]. Your final product will be a complete Job Description, ready to share with your network and/or job boards.

Resources

[Glassdoor Career Index](#) Identify the right position title/seniority/pay range

[ONET](#) Identify typical responsibilities associated with a position

[LinkedIn Career Explorer](#) Connect positions/titles that have similar skill profiles

GAP ANALYSIS

Dedicate 30 minutes to answer the following questions regarding the work you need/want completed by your new hire. Take your time on each question to record as many relevant details as possible.

(1) What current demands do you need to solve for?

[work that is currently not assigned to, or being performed by, anyone]

(2) What work/tasks need to be delegated or reassigned?

[removed from a current employees responsibilities or your own]

(3) What work/tasks would you like to complete if you had someone with the skills & time do complete it?

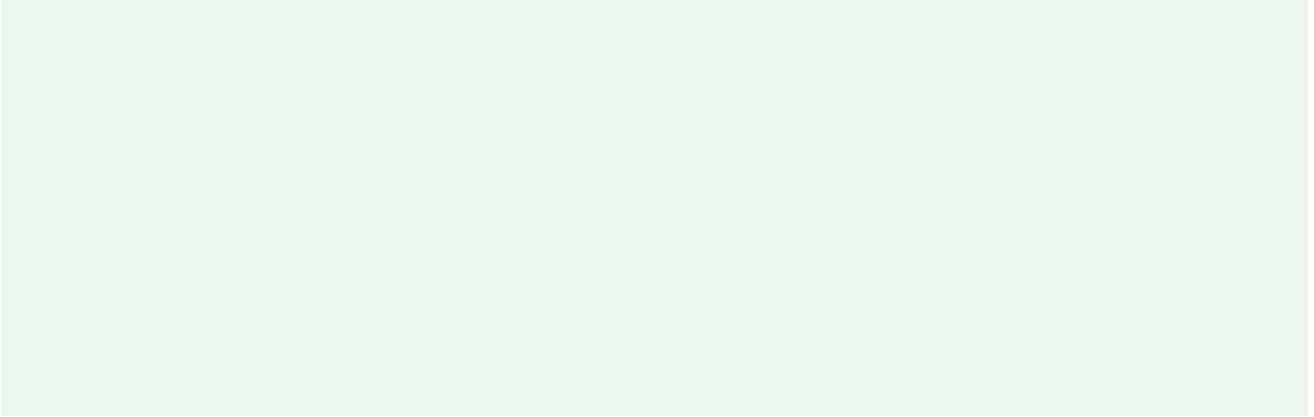
[Non-emergency nice-to-have work that would help you acheieve your goals]

JOB DESCRIPTION BIG 3

Complete the following 3 sections. Start from the top of the page and progress down, as the sections build upon one another. See page 6 for a completed example.

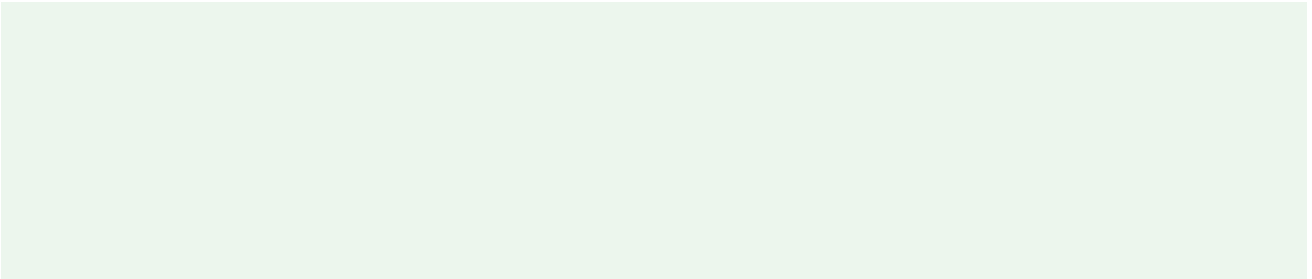
Responsibilities

What will the responsibilities be for this role? Combine your answers to questions 1-3 on the gap analysis questionnaire.



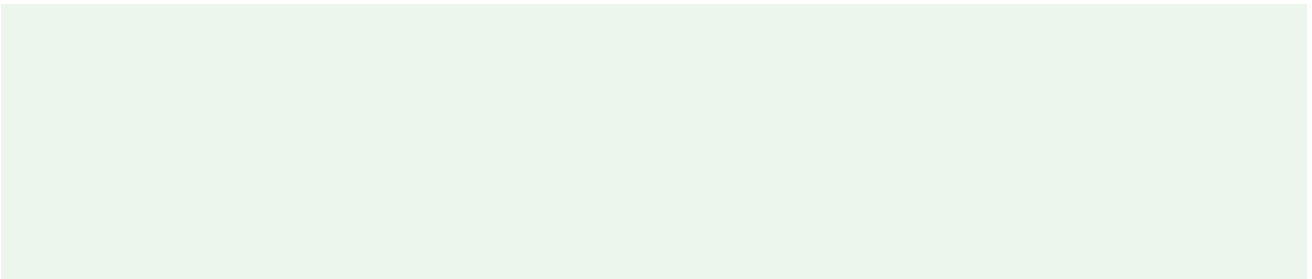
KSACs: Knowledge, Skills, Abilities, Characteristics

What skills will your target hire need to have in order to perform the responsibilities listed above?



Qualifications

What prior experience do you believe your target hire needs to have in order to be successful in this role? Items listed here should be easily measurable.



JOB DESCRIPTION BIG 3 - EXAMPLE

Complete the following 3 sections. Start from the top of the page and progress down, as the sections build upon one another. See page 6 for a completed example.

Responsibilities

What will the responsibilities be for this role? Combine your answers to questions 1-3 on the gap analysis questionnaire.

- Analyze our performance to...
- Lead teams in development of...
- Manage daily operations of....
- Design materials that...
- Operate production cycle of....
- Oversee team members who...
- Schedule meetings with....
- Assist customers with....

KSACs: Knowledge, Skills, Abilities, Characteristics

What skills will your target hire need to have in order to perform the responsibilities listed above?

- Demonstrated expertise in conducting qualitative research
- Strong Professional Communication Skills
- Ability to manage multiple projects simultaneously, while adhering to budgets, schedules, and deadlines.
- Strong technical background combined with solid business experience
- Highly self-motivated, passionate team-oriented individual
- Experience leading or managing collaborative teams.

Qualifications

What prior experience do you believe your target hire needs to have in order to be successful in this role? Items listed here should be easily measurable.

- Bachelor's degree in Business Administration or equivalent
- 2 years of Administrative Experience
- 2 years of experience working with Data Analytics software [Microsoft Power BI, Tableau or similar]

DEFINITIONS

There are many details included in a Job description in addition to the "Big 3". The below definitions are provided to guide you in completing the rest of your Job Description.

POSITION TITLE The formal job title of the position you are hiring for. This should be aligned with industry standards on role descriptions [reserve creative titles for email signatures or marketing materials]. See section overview for resources on identifying proper title options for your role.

INTRO Introduce your company and the business reason for the role. Some important things to include in your intro are: company industry, type of work you do, company mission/goals, business purpose for this role, top 1-3 things you are looking for in a candidate.

POSITION TYPE Type of employment contract: part-time, full-time, contract, temporary, internship, etc.

LOCATION Where your company is located. Include city and state. If you are hiring for remote or hybrid positions indicate that here. You may also want to include this information in the position title and intro.

HOURS/SCHEDULE What days of the week and times of the day will this person be expected to work. *Ex: M-F 8am-5pm or T-Sa 9am-1pm CST.* If hiring for a remote job, you may want to specify the time zone if requiring set hours for employees.

REPORTS TO Person who will manage or oversee employee, use title of employee not name.

PAY RANGE: Range of compensation (hourly or salary) you are willing to provide for this position. Typically a range is used and an employee is offered within that range depending on experience.

BENEFITS: Benefits you are offering employees at your company. These should be standard across the board for all Full-time employees, but may differ between position types (part-time, contract, etc). Items that should be considered here are observed Holidays, PTO/sick time, insurance opportunities, 401k options, profit sharing/stock options, etc.

POSITION TITLE

Intro COMPANY NAME is an INDUSTRY Company providing services to TARGET CUSTOMER.
Our mission is to COMPANY MISSION.
We are seeking a POSITION TITLE to help us with BIG GOAL. Our ideal team member would be ABILITY / CHARACTERISTIC with a passion for OUR INDUSTRY OR MISSION.

RESPONSIBILITIES

- Responsibility 1
- Responsibility 2
- Responsibility 3
- Responsibility 4
- Responsibility 5
- Responsibility 6
- Responsibility 7

KSACs **YOU'D BE A GREAT FIT IF / A SUCCESSFUL CANDIDATE WILL BE**

- You have knowledge about
- You are good at
- You can easily do
- You are

REQUIRED QUALIFICATIONS

- Educational Credential
- X year(s) of experience in X role
- X year(s) of experience in X industry
- X year(s) of experience performing X function
- Proficiency using X computer program

Details **Position Type:** Full-time, Part-time, Temp, Contract, Contract to Hire

Location: Remote; City, State

Hours/Schedule: Day, Day HH-HH

Reports to: Title Name [Director of X, X Manager]

Pay Range: \$XXX - \$XXX

Benefits:

- Holidays off:
- X PTO days/year
- Medical, Insurance, Retirement, etc.

Contact Apply for our great job at ourapplicationsite.com questions about this position can be directed to careers@ourapplicationsite.com.