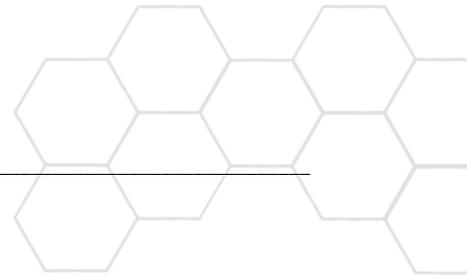




PEOPLE HIVE
Human Resources Consultancies

FREE HR TEMPLATES/CHECKLISTS
JOB DESCRIPTION CREATION CHECKLIST



JOB TITLE DEFINED

Use market-standard titles to avoid misalignment and salary confusion.

DEPARTMENT & REPORTING LINE STATED

Clarifies authority, escalation, and collaboration expectations.

ROLE PURPOSE WRITTEN

One or two lines explaining why the role exists.

KEY RESPONSIBILITIES LISTED

Focus on core duties, not every possible task.

REQUIRED SKILLS & EXPERIENCE DEFINED

Distinguish between “must-have” and “nice-to-have”.

WORKING HOURS & LOCATION SPECIFIED

Office, remote, hybrid, shifts—be explicit.

KPIS OR SUCCESS MEASURES OUTLINED

How will success be measured in the first 6–12 months?

JD REVIEWED & APPROVED

Approval avoids role creep and future disputes.

-END-

PEOPLE HIVE HUMAN RESOURCES CONSULTANCIES LLC

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Users are responsible for adapting this template to their jurisdiction and organizational requirements.

Email: info@peoplehivehr.com | Phone: (04) 401 8918

www.peoplehivehr.com