Job Description Do's and Don'ts:

Writing a clear, effective job description is crucial for attracting the right candidates and ensuring mutual understanding of the role's expectations. Here's a quick guide on the do's and don'ts for crafting job descriptions, especially for those new to the process.

Do's:

1. **Be Clear and Concise:**
   a. <u>Focus on Essentials</u>: Clearly outline the key responsibilities and duties of the role. Avoid unnecessary jargon, abbreviations, or overly complex language.
   b. <u>Use Bullet Points</u>: Organize information in bullet points for easy readability. This helps candidates quickly grasp the main aspects of the job.
   c. <u>Keep it brief</u>: Aim to keep the job description to one page if possible. This ensures that the document remains focused and easy to review for potential applicants.

2. **Include Key Details:**
   a. <u>Job Title and Summary</u>: Start with a clear job title that accurately reflects the duties and scope of the job followed by a brief summary that provides an overview of the role – ideally 3-5 sentences.
   b. <u>Responsibilities</u>: List the primary tasks and responsibilities. *You do not need to include every facet of the role; focus on the most important aspects.*
   c. <u>Qualifications</u>: Clearly state the required qualifications, such as education, experience, skills, and certifications.

3. **Use Inclusive Language:**
   a. <u>Diversity and Inclusion</u>: Write the description in a way that is welcoming to all candidates. Avoid gender-biased terms or industry-specific jargon that might alienate potential candidates.
   b. <u>Accessibility</u>: Ensure the language is accessible and understandable to a broad audience, including those who might not be familiar with industry-specific terms.

4. **Involve Stakeholders:**
   a. <u>Collaboration</u>: Work with managers and team members who have a good understanding of the role to ensure the job description is accurate and comprehensive.
   b. Work with your <u>compensation department contact</u> to help answer questions and provide guidance, advice and support as needed.

5. **Review Your Job Description:**
   a. <u>Review:</u> Review your job description every 1 to 2 years to ensure the content is still relevant.

Don'ts:

1. **Don't Overload with Requirements:**
   a. <u>Excessive Criteria</u>: Listing too many qualifications can deter potential candidates. Focus on the "must-have" skills and experience and distinguish them from "nice-to-have" attributes.
   b. <u>Unrealistic Expectations</u>: Avoid setting requirements that are too high or not reflective of what is genuinely needed for the role. This can cause difficulties when recruiting and trying to find the ideal candidate for the role.
2. **Don't Mislead:**
   a. <u>Unrealistic Job Descriptions</u>: Ensure the job description accurately reflects the role. Misleading descriptions can lead to dissatisfaction and high turnover.
   b. <u>Overpromise</u>: Be honest about the role's demands and the opportunities

3. **Job Description vs. Job Posting:**
   a. **Job Postings:** Will include a brief description of the company, its missions, and values. This should **not** be included in the <u>job description</u> - the primary focus should be on the job itself, rather than the broader organizational context.
   b. For **job postings,** you can work with Talent for a branding statement or blurb during the requisition process once the job description has been approved by the appropriate parties.
4. **Don't Include Names:**
   a. Don't include individual employee/manager names as these could change over time; rather refer to them by title such as the PI or Dept Manager/Director, etc.