

TIPS FOR WRITING

AN EFFECTIVE

JOB DESCRIPTION

1

Assemble A Team

- The hiring manager
- Subject matter experts within the organization
- A member of human resources

Start With The Basics

- Job title
- Overview summary
- Roles & responsibilities
- Qualifications & requirements

2

3

Answer These Questions

- What is the reporting relationship?
- How does this role connect to the rest of the company?
- How does the role fit within the existing organizational structure?
- How does the role fit in with the existing organizational goals and priorities?

4

Avoid Biases

- Focus on performance, not personality
- Avoid using misleading or biased language such as “aggressive”

Revist, Re-evaluate, & Update

- Re-evaluate at least once per year
- Analyze changes in the organization, team, and position
- Update the description to reflect the effects of those changes

5



From crafting the perforce
job description,

to sourcing the best 
candidates for your jobs,

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