

Developing Effective Job Descriptions

Job descriptions are an important and beneficial first step in the hiring process. Properly prepared, a job description sets the tone and lays the foundation for the student's employment experience.

The job description:

- Assists in the constructive and objective development of the interview.
- Allows you and the student to determine if he or she meets the qualification for the job.
- Provides a format for training and teaching the job specifics.
- Serves as a focal point for the evaluation of a student's performance.

The following may be helpful in the preparation of a student job description. A job description should include:

job title
minimum qualifications to perform work duties
course work required, if applicable
basic job functions
specific duties
organizational relationship - student's direct supervisor
criteria for performance evaluation
time/hours desired
wage scale

In describing the work performed, action verbs help to differentiate between various levels of responsibility. The following represent a list of possible action verbs:

designs; exhibits; audits; coordinates; collects; advises; assists; improves; phones; establishes; expands; tutors; drafts; maintains; edits; researches; reviews; answers; refers; organizes;
inputs