Job Description

C1-C2

Module 5

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Here's What We Will Be Learning in this Presentation:

SUMMARY

- ❑Overview of Job Description.
- ❑Parts of a Job Description.
- ❑Tips to write a Good Job Description.
- ❑Templates and Samples.
- ❑Write a Job Description.

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Introduction

Job descriptions (JD) are an essential part of hiring and managing employees. These written summaries ensure that applicants and employees understand their roles and what they need to do to be held accountable in an organisation.

Job descriptions also:

- Help attract the right job candidates.
- Describe the major areas of an employee's job or position.
- Serve as a major basis for outlining performance expectations, job training, job evaluation and career advancement.
- Provide a reference point for compensation decisions and unfair hiring practices.

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