

## Job Description Checklist

- **Job Title** – the job title should combine what the position will do (e.g. marketing) and the level within the company (e.g. director, marketing manager). Make sure that the job title properly aligns with both the years of experience sought and the responsibilities the candidate will be tasked with. It is recommended to avoid unique, non-traditional job titles. Using titles like “developer ninja,” “sales unicorn,” or “chief people gatherer” may put off serious professionals and are not optimized for job board search engines. Thus, they may not appear to people looking for titles such as “web developer,” “sales manager,” or “recruiter.”
- **Job Summary** - A job summary should explain the reason for or the function of the position within the organization to explain how it fits within the rest of the operations of the organization.
- **Role Objectives** – Consider why you’re hiring for the role. Is there a problem your company is facing that the position will be asked to solve? Is there a department that needs to be overseen? List both the long-term and short-term goals that will need to be accomplished in solving the problem at hand.
- **Role Responsibilities** - List all the daily responsibilities that will need to be carried out for the immediate and long-term objectives to be met. These should be separated into Essential Functions and Other Functions.
  - **Essential Functions** are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. You should carefully examine each job to determine which functions or tasks are essential to performance. Factors to consider in determining if a function is essential include:
    - Whether the reason the position exists is to perform that function,
    - The number of other employees available to perform the function or among whom the performance of the function can be distributed, and
    - The degree of expertise or skill required to perform the function.

Essential functions may include performance standards, which describe how essential functions must be completed. Performance standards may be based on a number of criteria including process, time, quantity, and/or quality.
  - **Other Functions** would be those functions that the employee might be asked to do in the course of their duties, but they are not central to the role. These might include rotation of office housekeeping duties, acting as a backup receptionist, etc.
- **Necessary Experience** – Looking at the role responsibilities, determine what background a person will need to accomplish them. Decide which skills will be required to carry out the outlined tasks, including the necessary knowledge and abilities, and also soft skills, or personality qualities. Keep in mind what is required for other positions, so that this position doesn’t end up requiring less experience than the people below them on the org chart.

- **Physical Requirements** – The job description should also identify if there are any physical requirements related to the position. When including physical demands or requirements in a job description, employers should specify weight limits (for example, “must be able to lift at least 25lbs), and may also want to consider noting how often an employee in this position would be expected to perform these functions by using words like “occasionally,” “frequently,” or assigning a percentage (for example, “standing up to 50% of the time”). Employers should avoid including physical demands that are not essential to the position, as these requirements may unnecessarily or unfairly exclude individuals with disabilities who would otherwise be capable of performing these functions with or without reasonable accommodation. *Please see Physical Requirement Checklist below.*
- **Disclaimer** – Consider adding a disclaimer such as “Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time” or simply “This job description is subject to change at any time”

## Physical Requirements Checklist

Y/N			% of time
	<b>Sitting</b>	Job requires employee to sit for extended periods of time without being able to leave the work area.	
	<b>Standing</b>	Job requires employee to remain on his or her feet in an upright position for continuous periods of time without being able to leave the work area.	
	<b>Climbing</b>	Job requires employee to climb ladders or scaffolding, or climb and work in overhead areas.	
	<b>Walking</b>	Job requires employee to walk considerable distances in the facility during the course of his or her work (excludes walking to and from work area, cafeteria, etc.).	
	<b>Lifting</b>	Job requires employee to raise or lower objects up to _____ lb. from one level to another regularly during the shift.	
	<b>Pulling and/or pushing</b>	Job requires exerting force up to _____lb. on a regular basis so that the object is moved to or away from the employee.	
	<b>Carrying</b>	Job requires employee, on a regular basis, to carry objects up to _____ lb.	
	<b>Grasping</b>	Job requires that the employee regularly grasp and/or pick up objects.	
	<b>Reaching</b>	Job regularly requires employee to reach for objects.	
	<b>Stooping and crouching</b>	Job regularly requires employee to bend forward by bending at the waist or by bending the legs and spine.	
	<b>Crawling</b>	Job requires employee to work in a confined space or to crawl or move about on hands and knees.	
	<b>Color determination</b>	Job requires the ability to distinguish color.	
	<b>Near acuity</b>	Job requires clarity of vision at 20 feet or more, with or without corrective lenses.	
	<b>Speaking</b>	Job requires expressing ideas by the spoken word.	
	<b>Listening</b>	Job requires perception of speech or the nature of sounds in the air.	
	<b>Tasting or smelling</b>	Job requires the ability to distinguish differences in the quality of flavors and/or odors, using tongue and/or nose.	

*This checklist provides examples of physical requirements that may be required to perform various job functions. Employers must independently evaluate whether a particular skill or ability is required to perform a job function and decide whether a function is essential to the job. Absent undue hardship, the Americans with Disabilities Act (ADA) requires employers to provide a reasonable accommodation that allows an individual with a disability to perform the essential functions of the job in question.*