

## Job Description Checklist

Position Title: \_\_\_\_\_ Date Created: \_\_\_\_\_

Reports to (position): \_\_\_\_\_ Exempt/Non: \_\_\_\_\_

STEPS IN THE PROCESS TO CREATE A JOB DESCRIPTION	COMPLETED
<b>RESEARCH</b>	
Define the purpose and goals of the new position	
Determine what skills and knowledge are needed to perform this new position and at what level	
Research your local labor market to find jobs similar to one you are going to create.	
Determine the value of this new position and where it fits within the organization.	
Speak with other employees who are either currently doing the job duties of this new position or supervising those that do to understand what is needed for the position	
<b>WRITE THE JOB DESCRIPTION</b>	
Determine the appropriate Job Title for the new position	
Determine the following position specific data: <ul style="list-style-type: none"> <li>- Supervisor the position reports to</li> <li>- Department(s) in which the position resides</li> <li>- Is the position Exempt or Non-Exempt (Use the Exempt Analysis Worksheets available by CEA to determine FLSA status of the position - <a href="#">Download Here</a>)</li> <li>- Work Location such as On-Site, Hybrid or Remote</li> </ul>	
Write a brief but concise Job Summary	
List the <i>essential</i> job duties for this position.	
List the <i>non-essential</i> job duties for this position	
Determine the required or preferred job experience required	
Determine the required or preferred education required	
Complete a list of the Knowledge, Skills and Abilities needed to perform the duties of this position.	
Define the work environment	
Define any physical demands	
Insert the company's Equal Opportunity Statement	
Include an attestation for the new employee to sign	