

## Developing Effective Job Descriptions

### Overview:

After information has been collected about a particular job a job description should be developed to reflect the specific job-focus as well as the employee (person) focussed approaches. The task, skills, knowledge and abilities required to perform the job. This workshop addresses the specific skills relating to generating effective job description.

After completing this course, participants will know how to:

- Generate people-focussed job descriptions
- Develop job-focussed job descriptions
- Identify key components of a job description
- Utilise existing information relating to job classification and occupation

**Designed for:** Managers or HR Personnel

**Duration:** 1 day

### Content:

#### Job Analysis

- The Foundation of a Job Description
- Steps in a Job Analysis
- Collecting Job Analysis Information
- The Interview
- Typical Interview Questions
- Interview Guidelines
- Other Job Analysis Techniques

#### Job Descriptions

- Writing Job Description
- Job Identification
- Job Summary
- Tasks and Responsibilities
- Relationships
- Authority
- Standard of Performance
- Working Conditions
- Job Description Guidelines

#### Case Study

#### Actions



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