How to write a job description

When creating a job description, it's important that it is clear and concise. It needs to describe the skills and competencies that are needed to perform the role.

A good job description does the following:
- Tells the applicant where within the company's reporting structure the position is.
- Clearly outlines the job description and duties to be used for performance metrics down the line.

The skeleton of the job description should have the following:

**JOB TITLE**
Generic listing of duties being performed by the employee in the role.
Broad enough so that it is comparable to other positions within the industry.
Uses key words so that it is searchable in most online job searches.

**DUTIES**
Specific duties and responsibilities with percentages that outline how much time expected to be dedicated to each task. Ex.
Manage all interns in the office on their day to day tasks – 35%.

**DESIRED SKILLS**
Describe what the applicant needs to be able to do in the job based on the skills they already have from past experiences.
Use competencies, for example, strong communication.
Does the applicant need a certain type of degree? You can list those.

**RELATIONSHIPS**
Outline reporting structures so that applicants understand who will be supervising them.

**SALARY**
List hourly or yearly salary range. Listing a range will set expectations from the beginning.
Explain benefits and time-off policies in a broad sense.

The point of a job description is to accurately provide an applicant with the correct and relevant information to your job posting. A more detailed and clear job description will yield more highly qualified applicants.