

Job Description Planner

This Job Description Planner is modeled after the one that appears on pages 176 – 178 of the book “How to Build a Merit-Driven Workforce.

Chapter 5 of the book will give you step-by-step instructions to help you create a Job Description that is legally defensible. An accurate and complete Job Description is your foundation document from which you will build a Merit-Based, structured interview.

With this interview, plus the balance of the “How to,” techniques included in the book, you will be fully equipped to eliminate hiring mistakes and enjoy the benefits that only a Merit-Driven Workforce provides.

Job Description Planner

Prepared by:		Date:		
Reviewed by:		Date:		
Job Code:	Job Title:			
Main Purpose:				
Job Functions for this position (E=Essential, NE=Not Essential):			E	NE

Essential Job Function	
Technical Skills	Work Habits
Essential Job Function	
Technical Skills	Work Habits
Essential Job Function	
Technical Skills	Work Habits

Essential Job Function	
Technical Skills	Work Habits
Essential Job Function	
Technical Skills	Work Habits
Essential Job Function	
Technical Skills	Work Habits

Experience, education and training

Reporting relationships

Special requirements

Other information