Position Description Quick Checklist

Position Description (PD) Basics

- Describe/determine the business need for creating this position.
- Update/review org chart for this position.
- Identify peer positions similar to this position.

Does the Position Summary...

- Provide a brief 3-4 sentence overview of how the position functions?
- Describe key information of how the position functions and serves the department?
- Align with the job functions/responsibilities as described in the job functions section of the PD?

Do the Job Functions & Responsibilities...

- Align with the level of responsibility outlined in the Position Summary?
- List essential duties in similar topical groups and in order of most important to least important?
- Start each sentence with an action verb followed by an explanatory phrase? (For Example: Audits documents for mathematical accuracy and policy compliance.)
- Utilize action verbs that match the level of responsibility of the position?
- Clearly identify supervisory or budgetary responsibilities at their appropriate level?
- Include at least 2 functions (most PDs include 3-5) and does the percentage of each function equal 100% total?

Is the Working Title...

- Common for the industry?
- Easily identifiable by qualified candidates?
- Self-explanatory for the daily work being accomplished?
- Accurate for the nature of the position?
- Appropriate for the level of responsibility?

Do the Competencies & Qualifications (KSAs)...

- Include specific Knowledge, Skills and Abilities (KSAs) that are directly related to accomplishing the work in the Job Functions/Responsibilities?
- Indicate preferred knowledge, skill set, behavioral qualities expected of the employee in this position?

Does the Education & Experience section...

- Describe the appropriate level and type of education and experience minimally required to perform the Job Functions?
- Describe the ideal candidate’s qualifications in the preferred section?
- Define equivalent experience in lieu of meeting an educational requirement if applicable?
- Describe broad qualifications to attract a diverse candidate pool?

Full Position Description Checklist Click Here

High Level Position Review Process

- Department defines business need and writes Position Description
- Department works with college/administrative unit HR Contact to submit PD for review
- HR Compensation reviews PD, determines classification, and communicates with HR Contact
- HR Issues Classification Letter & Department Creates/Changes position in IRIS and submits requisition (if applicable)

Updated 8/2022