

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](#)
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High Level Position Review Process

