

Instructions for Completing the Job Description Template Form:

Section I: General Information (insert pertinent information in each of these boxes)

- Working Job Title
- Department Name
- Employee's Name (If the position is currently filled)
- Title of Supervisor
- Name of Supervisor

The other boxes can remain blank, if the information is unknown, and will be completed by HR.

Section II: Position Summary

- Summarize the primary duties and responsibilities of the position in 1-3 (short) paragraphs.

Section III: Duties & Responsibilities

- Arrange the list of essential duties and nonessential duties in order of importance. Indicate estimated % of time spent on each duty listed and indicate with an "X" the duties & responsibilities that are essential functions of this position, in the appropriate columns.

Section IV: Zone Definition Factors

- Provide specific examples that best describes the job in each section A-D.
- In E, indicate whether they exercise supervision and if it is direct or indirect. Please list the positions and number of employees they supervise. Use N/A if they do not supervise anyone.
- In F, indicate if they receive direct or indirect supervision and the title from whom that is provided.

NOTE: Please do not copy text from Section VII as answers to these questions.

Section V: Minimum Qualifications

- List required and preferred education and experience for the position in the following format:
Required Education:
Preferred Education:
Required Experience:
Preferred Experience:

Section VI: Physical Requirements

- Complete the General Physical Requirements as listed in this Section of the form to comply with the Americans with Disabilities Act (As Amended).

Section VII: Job Family Zone Questionnaire

- Use answers in Section IV to help determine which selection best fits the position.

NOTE: The answers to A-D of "Section IV: Zone Definition Factors" correspond directly to A-D of "Section VII: Job Family Zone Questionnaire" and will help you determine the correct selection for each in Section VII.