

## JOB DESCRIPTION GUIDE

---

The information below provides a general guideline to assist you with writing job descriptions along with some McCombs-specific tips. Job descriptions should include, but are not limited to, the following information:

### JOB TITLE

The title is one of the first things a potential candidate will see. It is important that the job title is descriptive, reflects the responsibilities of the position posted and is professional in nature.

### DEPARTMENT

Provide the name of the department the position is housed in, if applicable.

### COMPANY OVERVIEW

Provide insight into your organization. Even if your company is widely known, you should include this section. This information is helpful in "selling" your company to candidates.

- Brief description of the organization
- Products and/or services your company provides
- Define your corporate culture
- What type of training and career path candidates may expect

### JOB OBJECTIVE

This statement orients the job seeker to the general nature, level, purpose, and objective of the job. It also serves as a broad introduction to the job, and should be about three or four sentences in length.

### JOB DESCRIPTION

Candidates want to know what their primary job functions will be. The candidate should have a clear understanding of the type of work they will be doing. Provide a comprehensive description of the position including:

- General scope of work, as well as a detailed overview of the position responsibilities
- Will they be part of a team, managing a team, or working independently?
- Reason for job opening? (Growth, expansion, new opening, etc.)
- Role the position and department has within the organization

**Helpful Tip:** Begin the list with the most important tasks and end with the least significant.

### JOB SPECIFICATIONS/REQUIREMENTS

Outline skills required for this position. Differentiate between the actual required qualifications and the preferred skills.

- Work experience (desired type and/or minimum number years of experience)
- Education or certifications required and/or preferred
- Soft skills (Ex: time management, organization skills, leadership, communications skills, willingness to travel, etc.)
- Other preferred skills and/or working conditions to expect

**Helpful Tip:** The format is easier to read if these qualifications are bulleted or in a list. If you copy and paste your job descriptions into the Symplicity online forms, use dashes (-) or asterisks (\*) rather than bullets. Symplicity does not convert word processing bullets into HTML.

### COMPENSATION

Highlight compensation package as well as the salary range, as dictated by state law and organizational policies. Students are increasingly attracted to organizations with pay transparency.

### ADDITIONAL INFORMATION

Any other important information regarding the application, interview, or employment process for this position. For example:

- Link/instructions if candidates are also required to apply through your company's website
- Vaccination requirements or a contact for students who may need special accommodations
- Your organization's policy on acceptable use of AI in the recruitment process or workplace