



The Importance of Job Descriptions

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How do you attract the right candidates? How do your employees know what they are supposed to do? How do you know what your employees are doing? How do you explain their responsibilities or ask the right interview questions? How do you evaluate and measure an employee's performance?

THE CORE ANSWER TO ALL THE ABOVE QUESTIONS is simple – a job description. A job description is a complete listing of tasks and responsibilities associated with each position. It forms the cornerstone of the recruitment process. A concise description of the vacant position from the outset will paint a clear picture of the opening in your mind and will allow for a completely integrated approach to be taken to managing your staff.

Job descriptions should be integral to any company, ensuring you attract and retain the most efficient team of people to run every aspect of your business. It is against the job description that new employees are selected and recruited, performance is measured, disciplinary action is taken, salary increases are established along with bonus eligibility and training needs. They provide a measurable focus for an employee's energy and attention.

The long-term outcomes of neglected job descriptions are not good. Either you will recruit an unsuitable candidate or you will realise that there was no need to add another employee to the payroll. Either way, this mistake is costly.

When hiring new people, understanding the skills and attributes you require for the position will help you to streamline the process and achieve your organisational goals. Once an applicant is employed, staff retention should be better as the parameters are clearer and there are not false expectations from either party.

Job Descriptions are invaluable when

Recruiting and selecting the best-suited people; Helping employees acquire greater understanding of their present positions; Reassigning responsibilities; Designing compensation and incentive programs; Undertaking performance evaluations (what an employee does and what the job description says they should); Training and developing staff (assisting in forecasting).

If you don't currently have formal job descriptions in your organisation, here are some tips to get started: Record

all duties included in a position; Involve the employee in the process from the outset; Explain and communicate why this is happening and the improved outcomes for all.

Make the job descriptions as concise, factual and accurate as possible. Basic elements include: Date written; Job title; Concise summary of the position; Rate of pay – salaried or hourly/full or part-time; Immediate supervisors title; Financial/budgetary responsibilities; Reporting procedures; Specific duties and responsibilities in order of importance; Skills required – education, experience, abilities; Conditions of employment/Job environment eg weekend and evening work required during events.

Tip: end with 'and any other task assigned by the supervisor'. This allows you the freedom to update duties. Remember, when devising performance measures, be sure that these are reasonable but also stretch the employee.

Update the job descriptions on a regular basis to avoid inaccuracies. Good times to update include: During an employees annual performance appraisal; Before advertising a new position; Whenever the company grows or responsibilities change.

Always renew job descriptions with the current incumbent to ensure the employee's acknowledgement and understanding of current expectations. Remember, a change in a person's duties does not always dictate a change in remuneration. Often the same skills, knowledge and level of responsibility exist.

A concise, well written job description will continue to pay dividends as it ensures that business owners, management and employees all know their key job responsibilities. They can help management in selection, recruitment, staff recognition schemes and appraisals. They can help supervisors and individuals in understanding their roles and the companies expectations, and they provide direction in identifying training needs.

For a complimentary job description template please visit our website www.eventrecruitment.com.au. If you have any further questions please call us at any time on 02 9223 6277.