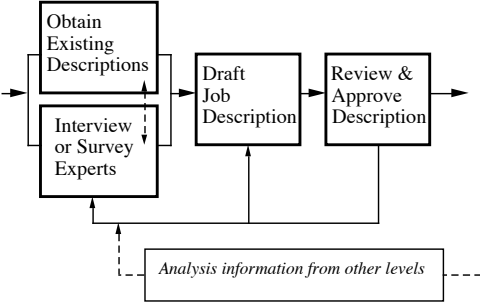


CHAPTER 9: Documenting Job Descriptions

KEY POINTS	FIGURES	EXERCISE/EXAMPLE
<p>DEFINITION:</p> <p>A <i>job description</i> is a statement that establishes the scope of responsibilities in a specific job in a specific organization.</p>	<p>Figure 9.1: Developing a Job Description.</p>  <p>© Richard A. Swanson 1994</p>	<p>Write your own Job Description in the space provided below.</p>
<p>FOUR KEY CRITERIA FOR A GOOD JOB DESCRIPTION:</p> <ol style="list-style-type: none"> 1. Title: Succinct; overall job function; more than one word and usually less than four. 2. Scope: Totality of job; 2-7 job functions/clusters of work activity. 3. Form: Complete sentences; 1-2 paragraphs. 4. Length: 25 to 75 words. 		<p>Discuss your job description with another participant, and evaluate each against the criteria for a good job description. In your discussions also consider:</p> <p>Which criteria were well met?</p> <p>Which require improvements?</p>