Human Resources 4U

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Does your business need job descriptions?

Do your new employees know what their job duties are? What among those duties are the most important? Who is his/her supervisor? Do they know if they are eligible for overtime pay? Do **you** know if they **should** be eligible for overtime pay?

To avoid confusion for new hires and to assist you in many other areas (including legal compliance), it may be helpful to have a consistent set of Americans with Disabilities Act (ADA) compliant job descriptions for all of your employees.

Besides helping to avoid confusion among employees and supervisors there are many other benefits to having job descriptions.

- They form the foundation for building a logical salary structure and as the starting point for job analysis and classification, setting pay and grade levels and determining exempt or nonexempt status
- When recruiting, specific job descriptions can be handed out and discussed as part of the interview process.
- The key parts of the job description will be very helpful when developing advertising and conducting preliminary screening of applicants
- They are a great starting point for performance evaluation. The fairest evaluations are based on how well an employee performs duties outlined in a job description.
- The gaps between what the employee skills are and what the job requires can be used as a basis for orientation and training of new employees

Most businesses that have more than a few workers employed in several different positions need job descriptions. They are the key to building a rational and logical workforce structure.