

Step 6

DESCRIBE REVISIONS TO THE ROLE(S) AND USES OF TIME

JOB DESCRIPTION Checklist

American Society for Healthcare Human Resources Administration

Listed below are common elements of a job description. While you will want to follow the standard format for job descriptions that is used by your organization, it would be worthwhile for you to make sure you have also considered all of the elements below.

Preparing for the job summary

- Is this a management (supervisory) or staff level position?
- If management, what is the scope of responsibility?
- Where is it in the management structure?
- How many staff to supervise?
- What type of staff is supervised? (e.g., professional? entry-level?)
- If a staff position, to whom does it report?
- What are the primary responsibilities?
- What would be secondary responsibilities?

Preparing for the job specifications

- Is this a salaried-exempt position?
- What educational preparation is required versus preferred?
- What experience is required versus preferred?
- Can experience substitute for education?
- What licensure, certification is required?
- What special training is required to have occurred before hire?
- What special skills are required? Preferred?

Job Responsibilities

- What are the top five to seven primary responsibilities of this job?
- Are the responsibilities expressed in measurable terms?
- Are the responsibilities broadly stated and don't include procedures or process-steps?

Physical Demands

- What actually is required, physically, to do the job? Consider all aspects of physical motion and activity including walking, bending, stooping, lifting, sitting, squatting, visual acuity (including color vision), hearing acuity, speech, etc.
- What accommodations might be appropriate if a physical limitation exists?