



# Sikich HR Advisor

## Job Description Checklist

Job descriptions are a critical part of any organization, but so often job descriptions are outdated or simply overlooked. Job descriptions serve many purposes including:

- Defining key responsibilities for a job which can be using in the recruiting process
- Providing critical position information to new hires including responsibilities and expectations
- Offering supervisors a way to assess current abilities and determine where gaps may occur
- Providing a basis for training and development
- Serving as a foundation for evaluating performance
- Helping the organization determine job worth both internally and externally
- Serving as the basis for exempt/non-exempt review and determination
- Clarifying the purpose and essential functions of the position for purposes of the Americans with Disabilities Act

Once you have completed the checklist, return it to your Sikich HR Consulting contact, who will review and provide recommendations. As a Sikich Subscription client, please keep in mind that you can use your consulting hours to aid you in any of the following checklist items.

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

1. Does your organization have job descriptions for every position? Y ☐ N ☐
2. Is there a consistent format for each job description? Y ☐ N ☐
3. When were job descriptions last updated? \_\_\_\_\_  
If so were all job descriptions updated at that time? \_\_\_\_\_
4. Who is responsible for creating new job descriptions and updating existing job descriptions?  
\_\_\_\_\_
5. Are job descriptions used in the recruiting process? Y ☐ N ☐
6. Are job descriptions given to new hires during orientation? Y ☐ N ☐
7. Are job descriptions free from words or phrases that could be considered discriminatory? Y ☐ N ☐
8. For existing job descriptions:
  - Does the job description contain position title, exempt/non-exempt status, reporting relationships and grade information? Y ☐ N ☐
  - Does the job description include a brief overview/summary of the position (2 to 5 sentences)? Y ☐ N ☐
  - Does the job description include key responsibilities, listed in order of importance and frequency performed? Y ☐ N ☐
  - Is there a statement that regular attendance is required? Y ☐ N ☐
  - Is there a statement indicating "performs other duties as assigned"? Y ☐ N ☐
  - Are education and/or experience required defined? Y ☐ N ☐
  - Does the job description include required certifications? Y ☐ N ☐
  - Does the job description include computer/technical skills required? Y ☐ N ☐

- Does the job description include physical requirements of the position? Y ☐ N ☐
  - Does the job description outline environmental conditions? Y ☐ N ☐
  - Does the job description outline supervisory responsibility and scope of authority, if applicable? Y ☐ N ☐
  - Does the job description provide travel requirements if applicable? Y ☐ N ☐
  - Does the job description outline overtime requirements if applicable? Y ☐ N ☐
9. Do you attach expectations for each position responsibility? Y ☐ N ☐
10. Do you update job descriptions during the performance review process? Y ☐ N ☐

Additional Notes/Questions:

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For further detail or help with these questions, please contact your subscription project manager or for other questions, contact Joyce Grenis at [jgrenis@sikich.com](mailto:jgrenis@sikich.com), Jennifer Lollino at [jlollino@sikich.com](mailto:jlollino@sikich.com) or Julie Strahl at [jstrahl@sikich.com](mailto:jstrahl@sikich.com)

**This form can be filled out and saved and emailed back as an attachment. Or you can fax a copy to 630.829.2808**