

SUGGESTIONS FOR COMPLETING THE JOB DESCRIPTION FORM

- Before beginning to write, spend some time thinking about what the job entails and preparing a draft outline for reference. The most important duties may be listed first, or duties may be listed according to the time spent performing them.
- Focus attention on **what** is done, rather than the manner in which tasks are performed.
- Avoid the use of indefinite terms and vague expressions, or abbreviations, form numbers or phrases which have no meaning outside the immediate office or department.
- Avoid expressing conclusions or opinions about the difficulty or complexity of the work and how well it is done.