



Appendix B

→ Developing a job description

Developing a job description that clearly states your needs and expectations can assist both in recruiting and performance managing employees.

The following checklist covers issues that you would normally include, but there may be additional issues relevant to your business.

Job title
Place of work
Hours, salary, conditions
Business of the employer
Values of the employer
Key customers
Reports to
Supervises
Works with
Size of the work team
Job purpose
Duties & responsibilities
Education/qualifications
Prior experience
Technical knowledge/skills
Training provided
Performance appraisal process
Physical requirements
Legal requirements
Other