



The foundation of the recruitment process

.....accurate job descriptions!

by James Muskett

How many times have you read a job description and wondered what the person was really doing in the job? And how many times have you heard employees say they've found aspects of a new job different to that expected?

Granted, expectations may never always match the experience, however, there are some significant implications for having an accurate job description, from improving the selection process to increased employee engagement and retention.

Benefits of an accurate job description

Time spent by your recruitment team on those inappropriate responses

If a job description is relatively vague, applicants think 'maybe I am a fit for this job' which then results in an increase in the time spent on sorting through unsuitable applications. All of these unqualified responses also take time away from reviewing candidates who may have the right experience. Why attract candidates that you have no desire to hire?

Interviews are more focused on identifying the best qualified candidate

Effective interviews are enormously important in determining the best qualified candidate who is also the best cultural fit. But not all hiring managers are experienced in interviewing. Therefore, ensuring they have an accurate and well-structured job description will mean they are better equipped to match the candidate's experience to the requirements of the role.

Employee engagement and retention is increased by describing the job accurately

I know this is obvious, but selecting candidates whose expectations match those of the position are far more likely to be retained by your organisation.

Benefits of accurate job descriptions include greater employee engagement and retention

No surprises at review time!

The best job descriptions also provide talking points for managers and employees in daily, weekly, monthly or annual reviews. This ensures there are no surprises at review time.

What is the best way to structure a job description?

Describe the role...accurately!

First, what should be the easiest task is to list the day-to-day duties for the position. Then list any special project and/or management responsibilities. Does this role have any budget responsibilities?

Next, look at the reporting structure; how many people will they manage directly and indirectly and who does this position report to.

Determine the skills required

Once the goals for the role are determined, the skills and experience necessary to be successful in the first year will become crystal clear. So try to list the 3 months, 6 months and 12 months goals for the position.

And don't forget...

It's also important to mention that a job description does not contain all responsibilities related to the position. Why? Business requirements change as business conditions change.



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The best people for the best people