

STANDARD for Creating a Job Description at UOB:

- **Title:** Title job level category (Lead, Specialist, etc.) has implications for salary. It must be intentionally selected and consistently referenced.
 - Job level category assignments (Lead, Coordinator, Administrator, Specialist, Manager, etc.) strongly relate to salary level so are not interchangeable.
 - Reference to the job level category must be consistent: the document, the file name, benchmarking, payroll records.
 - For example, a “Specialist” may have higher level duties, and therefore demand a higher salary, than a “Lead” within a particular work field (such as AV).
- **Reports to.** Do not include this on a job description. Who a position reports to needs to remain flexible. Putting that info on the JD ties our hands.
- **Structure/Format:** Main headers need to be Summary, Responsibility, Qualifications. This aligns with current HR practices and, therefore, has commonly understood meaning in the external job market.
 - **Summary Section:** Listed at the top.
 - Introduces the position
 - Defines accountabilities.
 - Include: “Additional tasks up to 20% of overall workload, not reflected in this job description but still within the general auspices of [position focus] , may be assigned by leadership as needed to support the Center”.
 - A core competencies section could be included in this area. That’s fine. Keep as short as possible and ensure it’s not a qualifications list.
 - **Responsibility Section:** Starts with a very short description of what the person will do once hired and a bullet list of the details.
 - Written in present tense.
 - Defines tasks the person will do.
 - Each bullet item to starts with an action verb (collaborates, administers, etc.)
 - Should reflect cultural references (with explanation if needed)
 - **Qualifications Section:** Defines all qualifications - education or experience, soft skills, hard skills – the candidate must have to be considered. Can include preferences.
 - Must have Education / Experience section (relates to salary benchmarking).
Note: This is the least level that you can have on a JD: “Any combination education or experience that will meet the requirements of the position”. It’s actually better to list number of years.
 - Includes Soft skills: interpersonal, communications, organizational skills, etc.
 - Includes cultural fit information: “... adaptability to change, well organized, servant leader mindset”.