

FIVE EASY STEPS TO WRITING A JOB DESCRIPTION

Office of Human Resources

Mott Community College

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1. **Bundle Duties:** review the list of duties or tasks in the questionnaire. Group similar or related tasks.
2. **Write the purpose of the job:** think about what you expect from the position. You might find it useful to review the duties as you write the purpose if you're having trouble thinking of why the job exists, how it contributes to organizational success.
3. **Determine how to approach accountabilities:** might be single statement at beginning of duties or identified with each of the duties.
4. **Assemble the physical requirements for the job** using the "translate table" prepared by HR.
5. **Look at the duties and determine the minimum and additional preferred qualifications or requirements.**