

# Establishing a job description management process: ensuring a systematic & effective approach



When initiating a job description management process, there are several crucial steps a company should take to ensure a systematic and effective approach:

1. **Define Goals and Objectives:** Clearly outline the purpose and goals of the job description management process. Determine whether the focus is on consistency, accuracy, compliance, or all of these aspects.
2. **Form a Cross-Functional Team:** Assemble a team comprising representatives from HR, the relevant department, and possibly even employees currently in the role. This diverse group can offer insights from various perspectives.

3. **Inventory Current Descriptions:** Take stock of existing job descriptions. Catalog them to identify redundancies, outdated content, and discrepancies. This step helps to determine the starting point for the process.
4. **Gather Information:** Collaborate with managers, employees, and stakeholders to gather comprehensive information about each role. Understand the key responsibilities, qualifications, skills, and expectations.
5. **Create a Template or Framework:** Develop a standardized job description template or framework that includes essential sections like job title, summary, responsibilities, qualifications, and reporting structure. This template will ensure consistency across all descriptions.
6. **Develop Guidelines:** Establish guidelines for writing job descriptions. This might include instructions on tone, language, formatting, and length. Clear guidelines enhance clarity and consistency.
7. **Assign Responsibilities:** Allocate roles and responsibilities within the cross-functional team. Designate individuals responsible for drafting, reviewing, and finalizing job descriptions.
8. **Draft the New Descriptions:** Using the standardized template and gathered information, begin drafting the new job descriptions. Ensure that each description accurately reflects the role's current responsibilities and expectations.
9. **Review and Feedback:** Implement a review process involving both HR and the department managers. This ensures accuracy, completeness, and alignment with the company's goals.

10. **Incorporate Legal and Ethical Considerations:** Ensure that job descriptions are compliant with relevant labor laws and regulations. Avoid biased language and focus on job-related requirements.
11. **Pilot Testing:** Select a few job descriptions to pilot-test the new process. Solicit feedback from managers, employees, and HR to identify any improvements needed.
12. **Training:** Provide training to HR personnel, managers, and anyone involved in the job description management process. This ensures that everyone understands the new approach and follows the established guidelines.
13. **Rollout and Implementation:** Once the pilot phase is successful and any necessary adjustments have been made, roll out the new job description management process company-wide.
14. **Continuous Improvement:** Establish a process for ongoing maintenance and updates. Job descriptions should be reviewed periodically to ensure they remain accurate and aligned with evolving roles and responsibilities.
15. **Feedback Loop:** Create a mechanism for collecting feedback from employees and managers regarding the usefulness and accuracy of the updated job descriptions. This feedback can inform future refinements.

By following these steps, a company can lay a strong foundation for effective job description management that promotes consistency, accuracy, and alignment with organizational goals.

**About MoshJD:**

Job descriptions are the foundation of a relationship between a company and employee. They define the expectations and form a binding agreement between parties. However, too often trust in this relationship is destroyed because inaccurate and outdated JDs erode new hire trust, confuse tenured employees and complicate employee relations issues for HR teams. We intend to change the culture around job descriptions and become a facilitator of trust by fixing the broken JD management process with modern cloud technology.