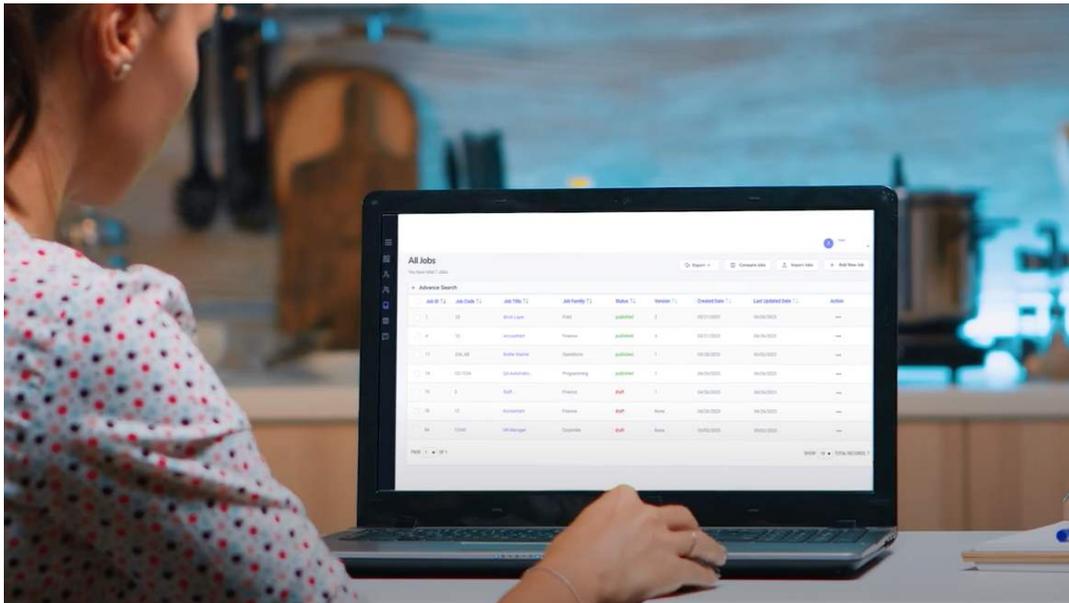


# How you can use job descriptions to help optimize your workforce



When it comes down to it, the job description is a means to communicate. Well crafted job descriptions can improve alignment, enhance performance, and contribute to the overall success of your organization. Here is a 12 step process to use job descriptions to help optimize your workforce.

## **Step 1: Understand the Purpose of Job Descriptions**

Before you begin optimizing your workforce using job descriptions, it's important to understand their purpose. Job descriptions serve as a roadmap for employees, managers, and HR professionals, outlining the roles, responsibilities, and expectations for each position within your organization.

## **Step 2: Conduct a Job Analysis**



Start by conducting a thorough job analysis for each position. This involves gathering information about the tasks, duties, responsibilities, qualifications, skills, and competencies required for the role. Engage with current employees, supervisors, and managers to ensure accuracy.

### **Step 3: Create Clear and Concise Descriptions**

Write clear and concise job descriptions that accurately reflect the role's requirements and expectations. Use straightforward language and avoid jargon. Include the job title, reporting structure, summary of responsibilities, and key tasks.

### **Step 4: Outline Qualifications and Requirements**

Detail the necessary qualifications and requirements for the position. Include educational background, certifications, years of experience, technical skills, and soft skills. This helps in attracting candidates who are the best fit for the role.

### **Step 5: Define Key Responsibilities**

Clearly outline the primary responsibilities and tasks associated with the role. Break down tasks into actionable items and prioritize them. This helps employees understand their core duties and focus on tasks that align with the organization's goals.

### **Step 6: Include Performance Metrics**

Incorporate measurable performance metrics or key performance indicators (KPIs) that will be used to evaluate the employee's success in the role. This creates clarity on what is expected and allows for more objective performance assessments.

### **Step 7: Align with Company Goals**



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Ensure that the job descriptions are aligned with the company's overall mission, vision, and strategic goals. This connection helps employees see how their individual roles contribute to the bigger picture and boosts motivation.

### **Step 8: Seek Input and Review**

Involve relevant stakeholders, including current employees and managers, in reviewing and providing feedback on the job descriptions. Their insights can help fine-tune the descriptions and make them more accurate.

### **Step 9: Regularly Update Job Descriptions**

Job roles and responsibilities evolve over time due to changes in the industry, technology, and organizational needs. Regularly review and update job descriptions to reflect these changes and keep them relevant.

### **Step 10: Use Job Descriptions as Management Tools**

Job descriptions are not just for recruitment; they are valuable management tools. Use them to set performance expectations, guide employee development, conduct performance evaluations, and align employee goals with company objectives.

### **Step 11: Integrate Job Descriptions into HR Processes**

Integrate job descriptions into various HR processes, such as recruitment, onboarding, performance management, training and development, and succession planning. This ensures consistency and alignment across the employee lifecycle.

### **Step 12: Communicate and Train**



Communicate job descriptions to employees during the onboarding process and provide ongoing training as needed. This ensures that employees fully understand their roles and can perform their responsibilities effectively.

By following these steps, you can leverage well-crafted job descriptions to optimize your workforce, improve alignment, enhance performance management, and contribute to the overall success of your organization.

**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.

