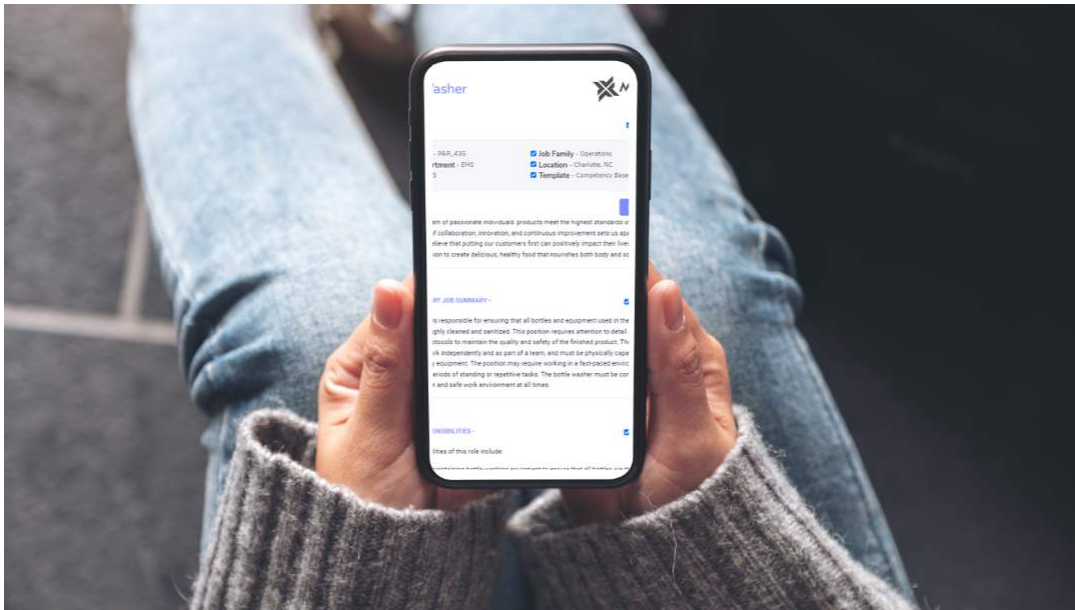


Effectively transitioning to competency-based job descriptions




Moving from traditional job descriptions to competency-based job descriptions involves a systematic process. Here's a step-by-step guide to help companies transition effectively:

Step 1: Understand Competency-Based Approach

Before making the shift, ensure everyone involved understands what competency-based job descriptions are and their benefits. Competency-based descriptions focus on skills, behaviors, and attributes needed for success, rather than just listing tasks.

Step 2: Identify Key Competencies



Determine the competencies crucial for success in each role. These could include technical skills, soft skills, behavioral traits, and other qualities relevant to your organization's culture and goals.

Step 3: Review Existing Job Descriptions

Analyze your current job descriptions to identify any existing competencies mentioned. Compare them to the key competencies you've identified. This step helps you find overlaps and gaps.

Step 4: Develop a Framework

Create a competency framework that outlines each competency and its definition. This will serve as a guide for crafting competency-based job descriptions.

Step 5: Collaborate with Stakeholders

Engage with hiring managers, team members, and employees to gather insights about the roles. Understand the skills and behaviors that contribute to success in their respective positions.

Step 6: Craft Competency-Based Descriptions

Start creating competency-based job descriptions for each role. For each competency, provide clear examples of how it's demonstrated in the role. Focus on outcomes and behaviors.

Step 7: Highlight Key Responsibilities

While competencies take center stage, don't omit key responsibilities entirely. Integrate them into the description, but link them to the relevant competencies.

Step 8: Tailor Language and Tone



Craft the descriptions using language that resonates with your target candidates. Ensure the tone reflects your company culture and values.

Step 9: Align with Development and Performance

Connect competency-based job descriptions with employee development and performance evaluations. This ensures consistency across talent management processes.

Step 10: Pilot the New Approach

Select a few roles to pilot the competency-based approach. Collect feedback from employees, hiring managers, and recruiters to refine the process.

Step 11: Training and Education

Provide training to HR teams, hiring managers, and interviewers on how to assess competencies during the hiring process. This ensures a consistent approach.

Step 12: Communicate the Transition

Announce the shift to competency-based job descriptions to the entire organization. Explain the benefits and offer resources to help employees understand the new approach.

Step 13: Monitor and Refine

Regularly review the effectiveness of the competency-based approach. Collect data on hiring outcomes, employee performance, and candidate experience. Use this feedback to refine the process as needed.

Step 14: Continuous Improvement

Competency-based job descriptions should evolve as the organization changes. Regularly update and refine them to align with shifting business needs and industry trends.

Step 15: Share Success Stories

Share success stories of how the competency-based approach has led to better hires, improved employee performance, and a more aligned workforce.

Transitioning to competency-based job descriptions is an investment in finding candidates who are a better fit for your organization's goals and culture. By following these steps, you can facilitate a smoother transition and reap the benefits of a more strategic hiring process.

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.