**What is a job description?**

A job description is a document intended to provide applicants with an outline of the main duties and responsibilities of the role for which they are applying.

The description is typically generated by the direct supervisor with help, as needed, from Ecology and UGA Human Resources.

The description should help applicants determine whether the job they are applying for is in line with their skill set and provide enough detail for the applicant to decide if this is a job they actually want to do.

Among other things, a job description should help formulate questions for the interview process, assist in forming a contract of employment, and aid in the evaluation of the employee’s job performance.

Job descriptions should

* be concise
* clearly identify the title and purpose of the role
* include key tasks broken down by estimated percent time (must equal 100%)
* include a brief background and overview of the unit/lab
* include the direct supervisor’s name
* explanation of the kind of candidate being sought (i.e., professional experience, achievements, skill set, educational background, etc.)
* location of job including work environment and employment conditions
* physical requirements
* salary range
* position stats: full-time, part-time, temporary, regular, exempt, non-exempt

As stated, a job description should capture the main duties and responsibilities of the role. However, there will be unwritten duties the employee may also be asked to perform. These duties should be in line with the established position. If the employee or supervisor believes additional duties would affect the established position’s title or salary they should reach out to Ecology’s HR Liaison. Ecology’s HR Liaison will work with UGA-HR to determine if there is any effect.