

Template – Job description and selection criteria

Use this template to write down the information that relates to a position. Use the information from the job description to write your job advertisement. You should also use this information to evaluate the people who apply for the position and to monitor their progress after they become an employee. It also allows different people within the business to manage staff if they can see exactly what people in each position are expected to do.

Put this job description into an individual's personnel folder – it will help a great deal when you consider giving this person a pay rise, moving them to another position, sending them for training or when you do performance reviews.

GENERAL DETAILS

Date of review

Reviewed by

Job title

Department

Award/Agreement

Classification/Level/Grade

Reports to

Supervision of

Date authorised

JOB OVERVIEW

ESSENTIAL DUTIES AND RESPONSIBILITIES

Function	Task description

SUPERVISORY RESPONSIBILITIES

Function	Task description

WORK ENVIRONMENT

SELECTION CRITERIA

Essential (including qualifications/licences)

Desirable (including qualifications/licences)

COMPETENCIES/EXPERIENCE