

Position Description Check List

As the primary tool for finding the right candidate for the job, the position description should be a consensus of predetermined needs and include the following information:

Description of Company

Position Title

Title of the applicable position

Reports To

Direct supervisor's name and title

Subordinates

Size of staff and titles of direct reports

Job Scope

A general summation of the overall job function, the purpose of the position to include its objectives and anticipated results; company standards and philosophies should be outlined, as well as duties and responsibilities needed for compliance.

Job Duties

Define each specific segment of the position and the functions to be performed within each area. Administration, leasing, operations; list any role or action to be performed that would be measured when evaluating compliance; specify accountability, activity or involvement with other company employees; describe anticipated interaction with outside vendors or clients; include disclaimer that senior management may assign other essential functions and needs as necessary.

Required Skills

Define the perceived, necessary and measurable skills and abilities that are needed to effectively perform the work at hand.

Minimum Qualifications

Required education, licensing, credentials, experience, specific training or technical knowledge.

Compensation

Outline the components of the compensation including salary range, expense reimbursements, commission or bonus structure, stocks, options or equity and other basic company benefits.