

Job Description

الوصف الوظيفي

What is Job Description

- **Job Description:** is simply a clear, brief description of job's duties and requirements.

الوصف الوظيفي يقدم وصف واضح و مختصر عن المهام المراد

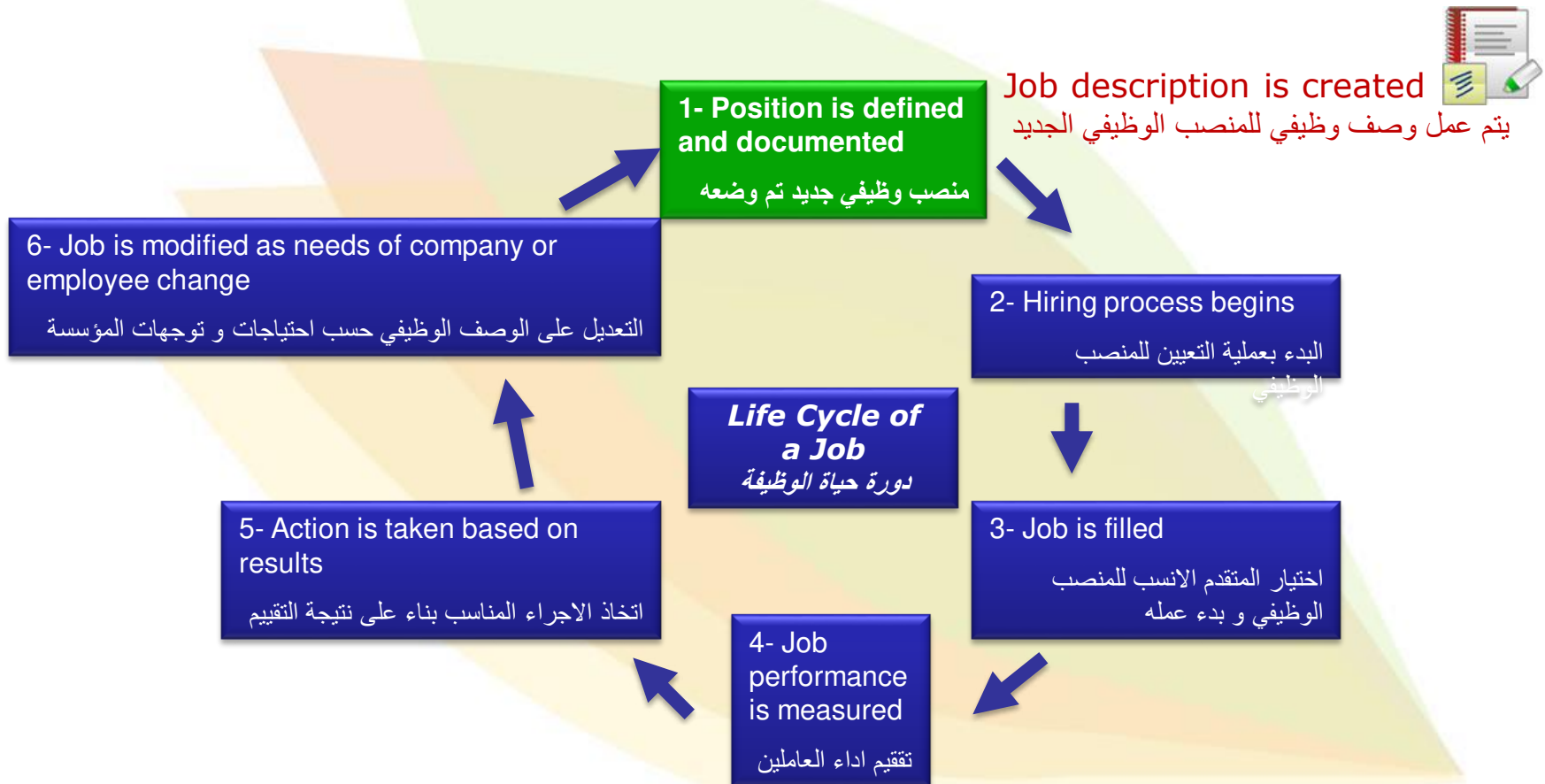
تنفيذها و يحدد متطلبات العمل

Why Job Description


- Many managers, don't enjoy spending time on Job descriptions. Or they feel worried to include something in the job description that could be used against the company.

- Job description isn't just a piece of paper to be kept in employee files in a filing cabinet.
- An accurate, complete job description provides the foundation for successful management, in every stage of the employment relationship.

A well written and frequently updated job description will be useful during the **"Job life" cycle**



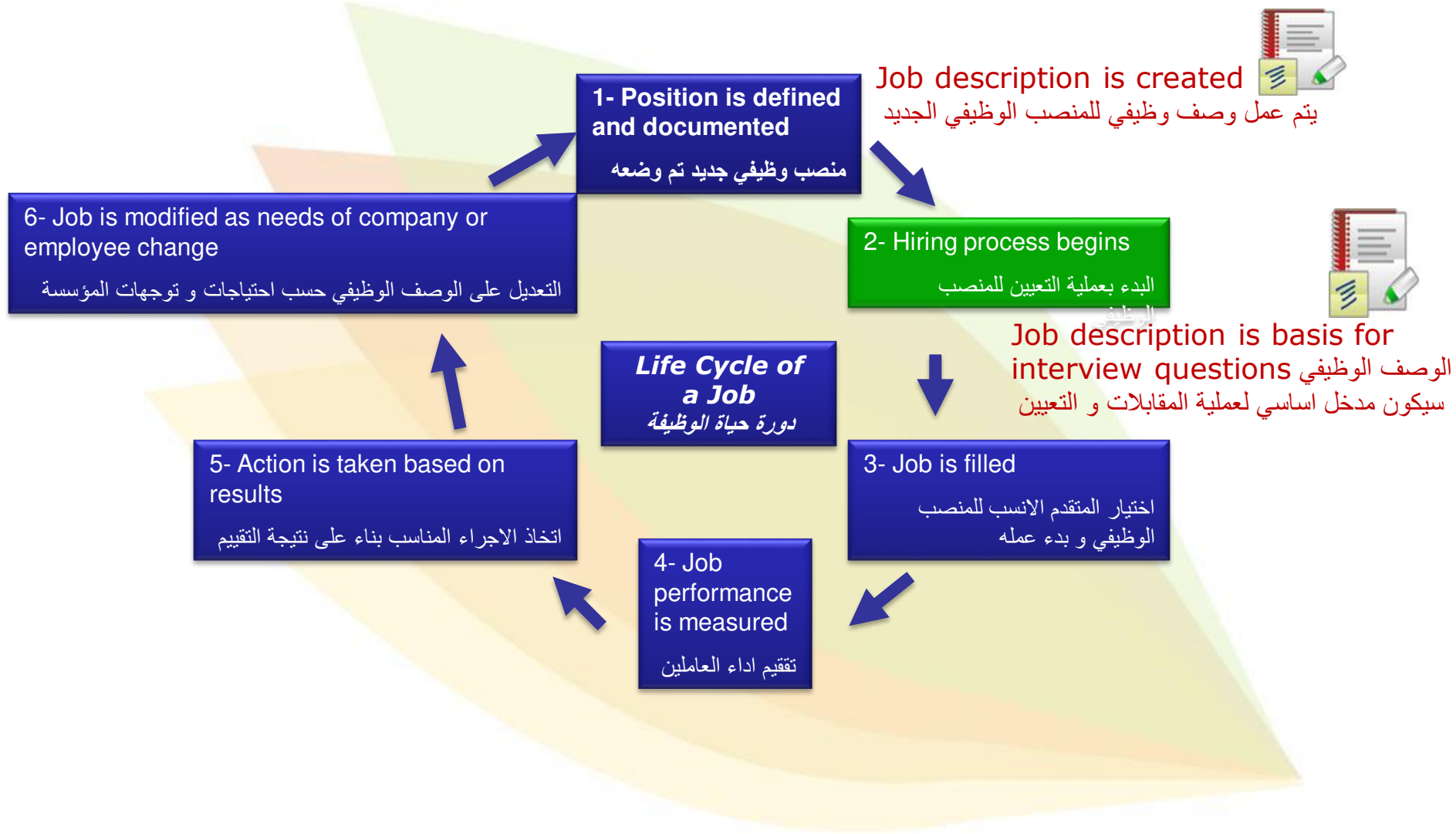
1- Defining & documenting a position:

- For new jobs, a job description document is written to include the skills, abilities and the level of performance that are required to fill the new position. 
- Job description document will set the expectations for the people who are interested in this position.

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**“Your job will be to walk funny and look really cute,
so nobody notices how horrible it is to work here.”**



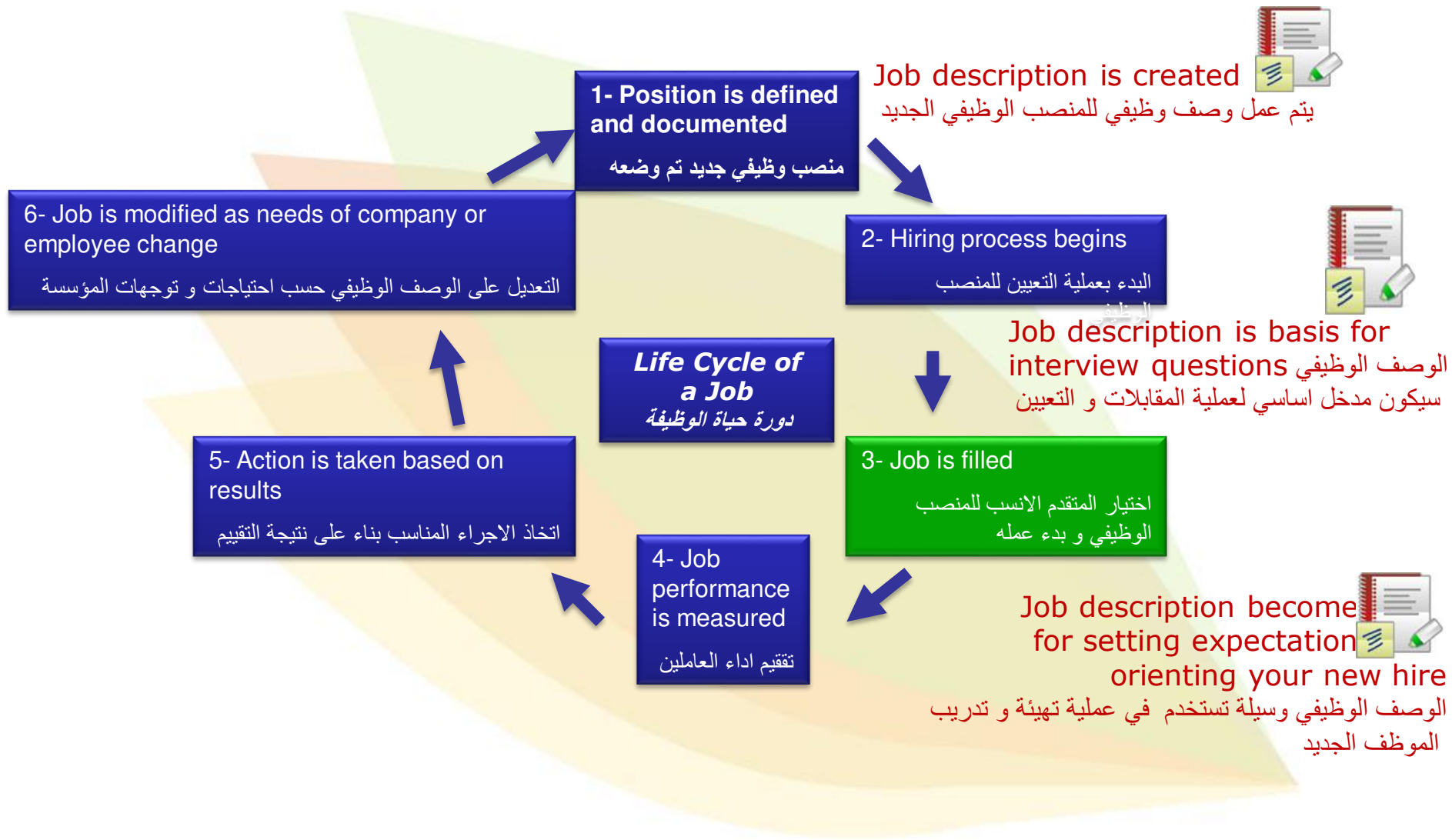
2- Hiring Process:

- Once the job position is defined, now it's the time to **market the position** to the best candidate; “The one who has the right Knowledge, skills , experience and Attitude (*KSA*)”.

- A job description will be a major input into this stage:
 - It will give a clear idea for what you are looking for in filling this position.
 - It will give a good idea where to look for strong applicants; for example to market position through online job posting, or colleges, or professional and social networks.

- It can be used to plan for an interview, you can formulate some of your questions directly from the job description.
- In this case similar questions will be asked to all candidates, which allows you to compare their skills and abilities directly.

See attachment “Interview Questions Sheet”



3- Orienting the Employee

- Once the position is filled, the job description will let the employee know what to expect. Job description helps employee to eliminate fears and doubts about the new job.
- Job description helps employee to be productive right way, this will also save some time spent on coaching and training

See attachment “Orientation Sheet”



4- Measuring Job Performance

- When it's the time to job performance evaluations, Job functions which are described in the job description, can be used to measure how employees are doing.
- Job description helps eliminate arguments about ratings and appraisal, because a good job description tell employees what exactly they are expected to accomplish.

How to turn job description into a performance evaluation tool ?

- A job description will be an input to the personnel score card.
- targets, measurements, and initiatives will be assigned for each function described in the job description.



5- Taking action based on the job description

- For employees who are either exceeding your expectations or struggling to improve, Job description can be used as a benchmark for how things should be going

- For example:

- A- For poor performance:

- Job description can be used when meeting with employee to discuss the problem. Job description will be a point of reference for the conversation, not the personal traits or characteristics.