



Return-to-Work Program Guide for Writing Job Descriptions

The primary purpose of a job description is to identify the essential functions of the position. According to the Equal Employment Opportunity Commission (EEOC), essential functions are those tasks or functions of a particular position that are fundamental to the position.

Section	Guidelines
Job Title	Provide the title and the location of the job, if appropriate.
Purpose of Job	Focus on outcomes of the job rather than process. List required expectations and special requirements. List shift or hours worked, full or part-time.
Education & Work Experience	Describe required or desired licenses, certifications, and number of years' experience, training, and other qualifications. State minimum educational level required to perform the job.
Skill Requirements	Relate all pertinent skill requirements to job functions when possible. List the minimum qualifications a candidate must possess in order to qualify for the position.
Essential Function	Be as specific as possible. State how frequently a task is performed and what equipment, tools, and materials are used.
Physical Requirements	Be very specific. Use measurements, frequency, and duration. Describe body position, required exertion, and parts of the body used. May state hours per day spent performing each function.
Environmental Conditions	Describe temperature, hazards, and other conditions.

(10.15.12)

© 2016 GuideOne Center for Risk Management, LLC. All rights reserved.

This material is for information only and is not intended to provide legal or professional advice. You are encouraged to consult with your own attorney or other expert consultants for a professional opinion specific to your situation.