Position Description Checklist

General Position Details

◯ Position Title

◯ Department

◯ To whom they report

◯ Frequent collaborators

◯ Application deadline

Brief Description of the Organization

◯ Location

◯ Mission and vision

◯ Organizational goals or values

◯ Work culture

General Summary

◯ General nature, level, and purpose of the job

Essential Functions

◯ Broad, overarching essential functions of the position

◯ List no more than 8–10 essential functions

◯ Under each essential function, include 1–3 responsibilities

◯ Any travel requirements

Education, Years, and Type of Experience

◯ Any required educational credentials

◯ Any required type or length of experience (especially that accepted in lieu of education)

Certifications, Licenses, Credentials

◯ Name, explanation, or description

Knowledge, Skills, and Abilities

◯ List of specific skills and knowledge the position requires

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Benefits

◯ Salary, wages, insurance, retirement fund, transportation stipend