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PHOENIX TS

Writing Job Descriptions

Course Overview

This 1-day, instructor-led course is designed to teach managers to write job descriptions that make hiring, planning and evaluations easier. This training will address:

- Creating good job descriptions
- Hiring qualified employees
- Avoiding legal traps

Course Outline

An Overview of Job Descriptions

- When to use a job description
- The four sections of a job description
- How the job description fits into the broader employment picture

Avoiding Legal Pitfalls

- Discrimination
- Undermining at-will employment
- Making promises you cannot keep
- Privacy violations
- Overtime classification problems

Analyzing and Defining the Job

- Consider the big picture
- Identify keys to success at your company and on your team
- Determine the essential functions of the job
- Determine qualifications and other job requirements

Writing the Job Description

- Five golden rules
- Writing functions and responsibilities
- Writing qualifications and requirements
- Writing the summary
- Gathering input
- Reviewing your draft for legal concerns

Starting at **\$1,095**

ATTENTION

For GSA pricing or Contractor quotes call
[240.667.7757](tel:240.667.7757)



Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Writing Job Descriptions**

- %day% instructor-led training
- Writing Job Descriptions training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*

- Freshly baked cookies every afternoon*