

# Position Description Updates



Spring is here and what better way to welcome warm weather, birds chirping, and flowers blooming than with a spring cleaning of position descriptions?

**The position description identifies the essential elements of a position to include core responsibilities, specific knowledge and necessary skills and abilities and preferred and required qualifications.**

## Why is an up-to-date and accurate position description important?

- It is the basis for the university's performance management plan, particularly in terms of disciplinary actions and annual evaluations
- It clearly defines job expectations and how performance is measured
- It is the foundation for the recruitment process and is used to create the job posting, establish screening criteria and develop interview questions.
- It is used by HR in compensation reviews

## When should a supervisor review and update a position description?

- As changes are made to a position
- Prior to a recruitment
- During the annual performance evaluation process
  - Have the employee participate in the position description development by asking them to review and provide feedback

Reach out to your HR Consultant with questions

# Happy Spring!

## **Did you know...**

All newly hired employees complete four HR Compliance Training modules within 30 days of hire. Newly hired or newly appointed supervisors complete two additional modules – a supervisor unit on Alcohol and Other Drugs and a module focused on Understanding and Using the Grievance Procedure.

