Chapter 14

**Activity 14-1 Job Description**

**Directions:** You have identified the first position you would like to hire for your company. Complete the following steps to create a job description that you could use for potential candidates.

1. Identify the position.

 <<Place Answer Here>>

2. Assign a job title.

 <<Place Answer Here>>

3. Create the salary range for this position.

<<Place Answer Here>>

4. Summarize the duties of this position.

<<Place Answer Here>>

5. List the essential job functions in order of importance.

 <<Place Answer Here>>

6. List the job qualifications such as education, experience, etc.

<<Place Answer Here>>

7. List any job restrictions or considerations such as physical limitations that the job would require. Those items could be heavy lifting, standing, or sitting at a computer.

<<Place Answer Here>>

8. Research Job Descriptions on the Internet. Select an example that works for your organization. Use the information you recorded above and create an official job description for the position. Begin the description on a new page using proper formatting, grammar, and sentence structure.

9. Ask your instructor where to save your documents. This could be on the school’s network or a flash drive of your own. Name your Word document *FirstnameLastname*\_Activity14-1.docx (i.e., JohnSmith\_Activity14-1.docx).