



# 5 Steadfast Reasons to Update Job Descriptions

## Reasons to Update Job Descriptions:

Of all the important tasks that are included in the hiring process, making sure that job descriptions are up-to-date may not always be on your radar. However, if your employees have been in the same position for a while, it's highly unlikely that their job descriptions are exactly the same as when they were first hired. Over time, employee duties may have shifted, teams may have melded, and new positions might have taken on essential tasks.

It may seem like a trivial part of HR, but outlining and updating job descriptions is an important piece of preparing for future hiring objectives, cultivating current employee productivity, and ensuring long-term workforce sustainability.

### Improve Recruiting Results

**1** Writing and organizing job descriptions should start with leadership, managers, and HR personnel coming together to understand what skills and personality traits are needed for a candidate to succeed in their position. Putting together the perfect job description can be tricky—especially when one position spans multiple domains.

Creating an accurate, concise job description begins with identifying an appropriate title, which duties will typically be performed, the vital skills required, what kind of personality is desired, as well as a salary range. If the position in question is currently filled, be sure to ask this employee for input and feedback.

### A Well-Organized and Current Job Description Will:

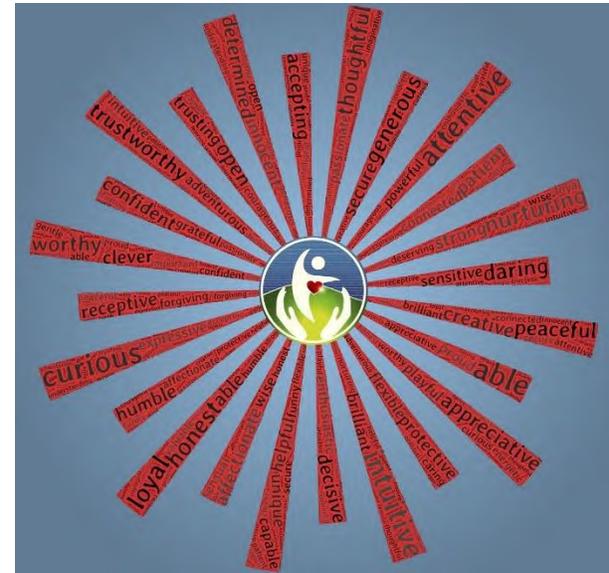
- ⇒ **Always be up to date.** An effective job description is a living document and should shift and change as often as your company does.
- ⇒ **Ensure that the right people apply.** When requirements are meticulously outlined, it can help to prevent the wrong candidates from applying for a position where they're not a good fit, saving HR time and resources.
- ⇒ **Help HR understand your workforce "big picture."** For many organizations, HR and leadership don't always get a lot of face time. Taking the time for all levels within the organization, including HR, to understand what is required of each position can help to paint a better hiring vision for the company at large.
- ⇒ **Contribute to a positive company culture.** When job descriptions include a personality and relationships aspect in addition to skill set, your organization is better able to identify new hires who will add to a positive company culture.

## 2 Help Determine Salary

When determining a fair and reasonable salary range, factors such as a candidate's level of experience, their skill set, an organization's reputation, and your company's location should be taken into account, but what about the job description?

When attempting to compare your organization's salary offer to those offered by other companies hiring for a similar position, having a detailed job description can come in handy.

By using popular job search sites, you can search through existing, comparable job descriptions by other organizations and get a realistic estimate on an equitable salary to offer.



## 3 Encourage Employee Training and Development

Using updated job descriptions helps to give employees a clear vision for their position and the priorities at hand.

A current job description that outlines what is expected from the position can also aid in employee training and development activities, such as measuring employee performance, determining skills gaps, and providing guidance for continued learning and development.

## 4 Boost Employee Productivity

When job descriptions are crystal clear, employees know exactly what tasks are expected of them and can prioritize accordingly.

When job descriptions are up to date, staff and managers can better communicate objectively about each employee's performance and productivity.

As job descriptions are revised, it may become clear that an employee has too much on their plate, or perhaps, not enough. When updating job descriptions, managers may choose to shift an employee's tasks around to help the employee to be a more efficient part of a team.

## 5 Enhance Workforce Sustainability

No matter what size company you have, workforce adjustments are bound to happen. Whether they're planned or something unexpected, having updated job descriptions is essential for reorganizing when workforce changes occur.

Detailed job descriptions support HR in conducting competency-based recruitment which goes hand-in-hand with competency management – two key activities that reinforce your organization's long-term workforce sustainability.



## Ready to start a conversation about your company's competency or learning management needs?

Avilar – The Competency Company – can help you transform your organization from ordinary to extraordinary. Contact us today at [info@avilar.com](mailto:info@avilar.com) for a complimentary consultation or visit our website [www.avilar.com](http://www.avilar.com) to schedule a demo. You can be confident that we will listen to your organization's specific needs and help you find the best solutions to the competency management challenges you're facing.

### **About Avilar**

Founded in 1997, Avilar is a leader in competency management and workforce optimization. We believe that a competency management method is one of the most effective ways to develop a workforce and deliver results in an organization.

Our flagship WebMentor™ product line, introduced in 1998, includes a complete suite of affordable, easy-to-use, and full-featured competency development and management tools. Avilar blends leading human capital management and business intelligence professionals with our state-of-the-art workforce management system to solve the complex issues facing managers in the globalized business arena.

