JOB DESCRIPTION GUIDE

The information below provides a general guideline to assist you with writing job descriptions along with some McCombs-specific tips. Job descriptions should include, but are not limited to, the following information:

JOB TITLE
The title is one of the first things a potential candidate will see. It is important that the job title is descriptive, reflects the responsibilities of the position posted and is professional in nature.

DEPARTMENT
Provide the name of the department the position is housed in, if applicable.

COMPANY OVERVIEW
Provide insight into your organization. Even if your company is widely known, you should include this section. This information is helpful in “selling” your company to candidates.
- Brief description of the organization
- Products and/or services your company provides
- Define your corporate culture
- What type of training and career path candidates may expect

JOB OBJECTIVE
This statement orients the job seeker to the general nature, level, purpose, and objective of the job. It also serves as a broad introduction to the job, and should be about three or four sentences in length.

JOB DESCRIPTION
Candidates want to know what their primary job functions will be. The candidate should have a clear understanding of the type of work they will be doing. Provide a comprehensive description of the position including:
- General scope of work, as well as a detailed overview of the position responsibilities
- Will they be part of a team, managing a team, or working independently?
- Reason for job opening? (Growth, expansion, new opening, etc.)
- Role the position and department has within the organization

Helpful Tip: Begin the list with the most important tasks and end with the least significant.

JOB SPECIFICATIONS/REQUIREMENTS
Outline skills required for this position. Differentiate between the actual required qualifications and the preferred skills.
- Work experience (desired type and/or minimum number years of experience)
- Education or certifications required and/or preferred
- Soft skills (Ex: time management, organization skills, leadership, communications skills, willingness to travel, etc.)
- Other preferred skills and/or working conditions to expect

Helpful Tip: The format is easier to read if these qualifications are bulleted or in a list. If you copy and paste your job descriptions into the Symplicity online forms, use dashes (-) or asterisks (*) rather than bullets. Symplicity does not convert word processing bullets into HTML.

COMPENSATION
Highlight compensation package as well as the salary range, as dictated by state law and organizational policies. Students are increasingly attracted to organizations with pay transparency.

ADDITIONAL INFORMATION
Any other important information regarding the application, interview, or employment process for this position. For example:
- Link/instructions if candidates are also required to apply through your company’s website
- Vaccination requirements or a contact for students who may need special accommodations
- Your organization’s policy on acceptable use of AI in the recruitment process or workplace
- Equal Employment Opportunity statement