TEXAS McCombs
The University of Texas at Austin
McCombs School of Business
Recruitment Services

JOB DESCRIPTION GUIDELINE

The information below provides a general guideline to assist you with writing job descriptions for OCI/RC postings, along with some McCombs-specific tips. Job Postings 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.

General Company Overview

Provide insight into your organization. Even if your company is widely known, you should include this section. Providing 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 Specification/Standards/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 (Examples: time management, organization skills, leadership, communications skills, willingness to travel, etc.)
- Other skills

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, not specifics.

Additional Information

Any other important information in regards to applying for this position should be included. For example, are candidates also required to apply online through your company's web site?