

MOSAIC PERSONNEL

DEVELOPING A JOB DESCRIPTION

The number of components within a job description vary by organization, but the standard components include the following:

- » Title
- » Job summary
- » Job duties
- » Wage classification
- » Financial justification for the position
- » Work hours
- » Duties and responsibilities
- » Reporting
- » Character strengths
- » Education/Training
- » Competencies
- » Experience
- » Physical requirements

For more information, check out Strata Leadership's Hiring for Character Toolkit. This toolkit is composed of 16 tools that give you the ability to create a world-class hiring process. The tools range from creating the job description to designing an onboarding checklist. www.strataleadership.com/shop-detail/2192503

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Every Person Matters.