



EMPLOYEE JOB DESCRIPTION

As an employer, it is critical to establish a good working relationship with your employee from the start. The employment relationship from day one should be a positive experience for both the employee and the employer. If you start off on the right foot, the entirety of the relationship will be a more fulfilling experience.

How our *Employee Job Description* benefit your company -

Do your job descriptions need an overhaul? Are they effective? Job descriptions are important communication tools. When an employee understands how their position aligns with company objectives and goals, they are much more likely to be engaged at work. A well-designed job description can actually increase job productivity by up to 30%. A truly great job description will make the employee feel valued and a part of the larger team. In essence, the job description provides structure and defines an employee's role, required qualifications, responsibilities, and accountability. Job descriptions are objective by nature. At CRG, we focus on creating job descriptions to fit the person and the position.

Our job descriptions include sections such as:

- ✓ Task functions and responsibilities
- ✓ Cultural fit
- ✓ Performance standards
- ✓ Job-related skills
- ✓ Scope and limits of authority
- ✓ Management expectations
- ✓ Relationships
- ✓ Disclaimer
- ✓ Signature approval



An effective job description:

- ✓ Clearly states your company's direction
- ✓ Sets clear expectations for performance, job training, job evaluation, and career advancement
- ✓ Helps cover your legal bases
- ✓ Better matches you with the ideal candidate during the recruitment process



When recruiting for a new hire, the job description sends a message to job seekers about your company. Your job descriptions should be turning an employee on to your company by sending a great first impression. A quality job description often attracts remarkable employees. Whether you are planning to review current job descriptions or preparing to introduce a brand new position, CRG can help with your individual needs.