

HROfficials Job Description Template

Use this template to create a clear, professional job description for your organization.

Important: Customize this template for the actual position, organization, work location, and applicable requirements. This template is provided for general HR planning purposes and is not legal advice.

JOB DESCRIPTION

1. Position Information

Job Title:

Department:

Reports To:

Direct Reports:

Employment Type:

- ☐ Full-Time
- ☐ Part-Time
- ☐ Temporary
- ☐ Seasonal
- ☐ Other: _____

Work Location:

Work Arrangement:

- ☐ On-Site
- ☐ Hybrid
- ☐ Remote
- ☐ Other: _____

Schedule:

Job Level:

- ☐ Entry Level
- ☐ Intermediate
- ☐ Senior
- ☐ Manager
- ☐ Director
- ☐ Executive
- ☐ Other: _____

Job Code (if applicable):

Date Created:

Last Updated:

2. About the Company

Company Name:

Company Overview:

Write 2–4 sentences explaining who your organization is, what it does, who it serves, and what makes it different.

3. Position Summary

Purpose of the Role

Explain in a short paragraph why this position exists and what its primary purpose is.

Example:

The HR Generalist supports day-to-day human resources activities, including employee onboarding, recruiting, employee relations, HR administration, and manager support. This position helps ensure HR processes are organized, responsive, and aligned with company policies and applicable requirements.

Position Summary:

4. Key Responsibilities

List the most important responsibilities of the position.

Use clear, action-oriented language.

Responsibilities

- [illegible]

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Writing Tip

Start responsibilities with action verbs such as:

Manage • Develop • Coordinate • Analyze • Prepare • Review • Support • Lead • Monitor • Maintain • Process • Train • Implement

Focus on the work that is genuinely important to the position rather than attempting to list every possible task.

5. Key Outcomes

Describe what successful performance in this position should accomplish.

Example

Successfully coordinate new employee onboarding activities so that required steps are completed accurately and on schedule.

Key Outcomes

Outcome 1:

Outcome 2:

Outcome 3:

Outcome 4:

Outcome 5:

6. Required Qualifications

List qualifications that are genuinely necessary to perform the job.

Education

- ☐ High school diploma or equivalent
- ☐ Associate degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Professional certification
- ☐ License
- ☐ Other: _____

Details:

Experience

Required experience:

Years of experience, if applicable:

Required Skills

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

☐ _____

Required Knowledge

☐ _____

☐ _____

☐ _____

7. Preferred Qualifications

List qualifications that would be helpful but are not essential.

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

Remember

Before labeling a qualification as “required,” ask:

Is this genuinely necessary for someone to perform the job successfully?

Keep required and preferred qualifications separate.

8. Skills and Competencies

Identify the capabilities that are important for success in the position.

Communication

- ☐ Written communication
- ☐ Verbal communication
- ☐ Presentation skills
- ☐ Customer communication

Organization

- ☐ Time management
- ☐ Prioritization
- ☐ Attention to detail
- ☐ Planning

Collaboration

- ☐ Teamwork
- ☐ Cross-functional collaboration
- ☐ Relationship building
- ☐ Conflict resolution

Technical

- ☐ _____
- ☐ _____
- ☐ _____

Leadership

- ☐ Decision-making
- ☐ Coaching
- ☐ Delegation
- ☐ Strategic thinking

Other

- ☐ _____
 - ☐ _____
-

9. Reporting Structure

Reports To:

Works Closely With:

- ☐ HR
- ☐ Finance
- ☐ Sales
- ☐ Marketing
- ☐ Operations
- ☐ IT
- ☐ Customer Service
- ☐ Leadership
- ☐ Other: _____

Direct Reports:

10. Work Location and Schedule

Primary Work Location:

Work Arrangement:

- ☐ On-site
- ☐ Hybrid
- ☐ Remote

Typical Schedule:

Expected Working Hours:

Travel Required:

- ☐ No
- ☐ Yes

Estimated Travel:

Other Schedule Requirements:

11. Compensation

Salary/Pay Range:

Pay Frequency:

- ☐ Weekly
- ☐ Biweekly
- ☐ Semimonthly
- ☐ Monthly
- ☐ Other: _____

Bonus Eligibility:

- ☐ No
- ☐ Yes

Commission Eligibility:

- ☐ No
- ☐ Yes

Overtime Classification, if applicable:

Other Compensation:

Compensation information should reflect the organization's actual pay structure and applicable requirements.

12. Benefits

List the benefits actually offered for the position.

- ☐ Medical Insurance
- ☐ Dental Insurance
- ☐ Vision Insurance
- ☐ Retirement Plan
- ☐ Paid Time Off
- ☐ Paid Holidays
- ☐ Life Insurance
- ☐ Disability Benefits
- ☐ Professional Development
- ☐ Flexible Work Arrangements
- ☐ Other: _____

Additional Information:

13. Technology and Equipment

Identify the primary tools the employee will use.

Software

- ☐ Microsoft 365
- ☐ Google Workspace
- ☐ CRM: _____
- ☐ HRIS: _____
- ☐ ERP: _____
- ☐ Project Management: _____
- ☐ Other: _____

Equipment

- ☐ Computer
- ☐ Laptop
- ☐ Monitor
- ☐ Phone

- ☐ Company Vehicle
 - ☐ Specialized Equipment
 - ☐ Other: _____
-

14. Physical or Environmental Requirements

Complete this section only when relevant to the position.

The position may require:

- ☐ Sitting
- ☐ Standing
- ☐ Walking
- ☐ Lifting
- ☐ Carrying
- ☐ Reaching
- ☐ Bending
- ☐ Driving
- ☐ Working outdoors
- ☐ Working in a warehouse
- ☐ Working around machinery
- ☐ Other: _____

Description:

Describe actual job requirements rather than adding unnecessary physical requirements.

Where applicable, ensure the description is handled consistently with relevant accommodation obligations.

15. Working Conditions

Describe significant environmental or operational conditions.

Examples may include:

- Office
- Warehouse
- Retail
- Manufacturing
- Field work
- Customer-facing environment
- Remote environment
- Travel
- Shift work

Working Conditions:

16. Performance Expectations

Describe what successful performance looks like.

Within the First 30 Days

Within the First 60 Days

Within the First 90 Days

Long-Term Success

17. Success Measures

Identify measurable or observable indicators where appropriate.

Area	Success Measure
Quality	_____
Productivity	_____
Customer Service	_____
Communication	_____
Teamwork	_____
Deadlines	_____
Other	_____

18. Career Development

Potential development opportunities may include:

- ☐ Training
- ☐ Certifications
- ☐ Mentoring
- ☐ Cross-functional projects
- ☐ Leadership opportunities
- ☐ Professional development
- ☐ Other: _____

Potential Development Areas:

19. Equal Employment Opportunity Statement

Organizations should use language appropriate to their actual policies and applicable law.

Example:

We are committed to providing equal employment opportunities to qualified individuals in accordance with applicable federal, state, and local law.

Company-Specific Statement:

20. Job Description Review

Before approving this job description, confirm:

- ☐ The job title accurately describes the position.
- ☐ The position summary clearly explains why the role exists.
- ☐ Responsibilities reflect the actual work.
- ☐ Essential qualifications are genuinely necessary.
- ☐ Preferred qualifications are separated from required qualifications.
- ☐ Compensation information is accurate.
- ☐ Work location and schedule are accurate.
- ☐ Benefits information is accurate.
- ☐ Technology and equipment are accurate.
- ☐ Physical requirements reflect actual job requirements.
- ☐ Performance expectations are clear.
- ☐ The description has been reviewed by the hiring manager.
- ☐ The description has been reviewed by HR or the appropriate business owner.
- ☐ Applicable professional/legal review has been completed where appropriate.

21. Approval

Hiring Manager

Name: _____

Signature: _____

Date: _____

HR/People Representative

Name: _____

Signature: _____

Date: _____

Department/Business Owner

Name: _____

Signature: _____

Date: _____

22. Job Description Version Control

Version: _____

Effective Date: _____

Last Reviewed: _____

Next Review Date: _____

Document Owner: _____

Revision Notes

Quick Job Description Formula

When writing the description, use:

Position Summary

Purpose + primary responsibility + business impact

Responsibilities

Action + responsibility + outcome

Qualifications

Required capability + relevant context

Success

Expected result + measurement

Job Description Example

HR Generalist

Department: Human Resources

Reports to: HR Manager

Employment Type: Full-time

Work Arrangement: Hybrid

Position Summary

The HR Generalist supports day-to-day human resources activities across the organization, including employee onboarding, recruiting, employee relations, HR administration, and manager support. The position helps ensure HR processes are organized, responsive, and aligned with company policies and applicable requirements.

Key Responsibilities

- Coordinate employee onboarding and offboarding processes.

- Maintain accurate and confidential employee records.
- Support recruiting activities, including job postings and interview coordination.
- Respond to routine employee questions regarding HR processes.
- Assist managers with performance-management activities.
- Support employee engagement initiatives.
- Maintain HR data and prepare routine reports.
- Assist with HR projects and process improvements.

Required Qualifications

- Relevant HR experience.
- Strong communication and organizational skills.
- Ability to handle confidential information appropriately.
- Proficiency with standard workplace software.
- Ability to work effectively with employees and managers.

Preferred Qualifications

- HR-related degree or certification.
- Experience with an HRIS.
- Experience supporting employee relations.

Success Measures

- Accurate employee records
 - Timely onboarding
 - Responsive employee support
 - Reliable recruiting coordination
 - Successful completion of assigned HR projects
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How to Use This Template

Step 1 — Define the Job

Talk with the hiring manager about the actual need.

Step 2 — Write the Position Summary

Explain why the position exists.

Step 3 — List Major Responsibilities

Focus on the most important work.

Step 4 — Separate Required and Preferred Qualifications

Don't turn every desirable characteristic into a requirement.

Step 5 — Define Success

Describe what good performance looks like.

Step 6 — Review

Check the description for accuracy, clarity, consistency, and applicable requirements.

Step 7 — Use It Everywhere

The approved job description can serve as the foundation for the:

**Job Posting → Interview Questions → Interview Scorecard → Onboarding Plan →
Performance Expectations**

Disclaimer

This template is provided for general educational and HR planning purposes and is not legal advice. Job descriptions should be customized to the actual position, organization, work location, industry, and applicable federal, state, and local requirements. Employers should obtain appropriate professional advice when a job description involves legally sensitive qualifications, compensation, physical requirements, accommodations, employee classification, or other regulated employment matters.