Job description writing
English teacher wanted. Must like chocolate.

When Marshalls Park School in Romford were searching for a new head of English they hit upon this novel description to lure candidates to the post and attracted 80% more applicants than previous non-chocolate versions.

Unfortunately most of us can’t take such a colourful approach – but you can learn how to analyse jobs and write descriptions that mean your ability to match candidates to roles is improved and makes a real impact on the performance of your business.

There’s more to a job than a title

The 70% of us ready to indulge in a bit of job title tinkering may well be doing ourselves a disservice, says professor Michael West, an organisational psychologist at Aston University’s Business School.

“Giving people fancy job titles is really just cosmetic. It’s only a short-term boost to an employee’s morale. You habituate to the new name in a few days and the concession soon seems less important.”

Professor West, who has studied the direct link between employee happiness and companies profitability, says there are more important issues to be addressed that the job title. It is vital to focus on the content of the job itself, and to translate that into a meaningful job description. This course aims to help you develop the skills needed to do this successfully.

Designed by experts, used by professionals

This one day course is based on years of research and experience with our clients in job evaluation. During the course of the day you’ll learn how to:

- look at the context for job analysis – the principles, applications and accountabilities
- look at how jobs are defined and their foundations
- look at the framework for job writing, job descriptions and role profiles – core job description elements and job aims
- look at the job holder in context – organisational charts
- examine the optional elements to job descriptions – the components, types of job description
- examine and understand methods of collecting job information
- look at interviews – types, stages, pre-work, writing up the interview
- finish with practice exercises and preparations to make your future role easier

benefit from our years of experience - in a day

Analysing and writing job descriptions is always a challenge. On this course you will explore the nature of jobs in an organisation, how to go about analysing them and the various ways to present job related information. By the end of the course you’ll also have a framework for writing job descriptions and role profiles, and the know-how to conduct an interview and create a job description for this purpose.
How your new expertise will benefit your business

- you will understand the process of job analysis and the importance of job understanding and accountability
- you will be able to write a comprehensive job description
- you will be able to advise individuals on the quality of a self-completed job description questionnaire
- you will know how to assess the quality of job descriptions you require
- you will be able to consider alternative approaches to obtaining and presenting job information
- you will be able to ensure organisational missions are achieved through jobs
- you will be able to build the foundations of job accountability through your job analysis, i.e. “What are the main areas in which this job must get results in order to achieve its purpose?”

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