**BUSD 2007 Recruitment and Selection**

**Job Description Assignment**

This Assignment is to **prepare a Job Description** for the HR Advisor Position.

**Background Information.**

In a real work environment, you would use the information gathered from the Job Analysis interviews, to create the HR Advisor Job Description.

However, for this Assignment, use job information from any HR Courses, Indeed advertisements, Provincial Government advertisements, CPHR Alberta Advertisements etc., to prepare your Job Description. Also, various templates are available on the Internet, for Job Descriptions.

A Job Description, as you are aware, is a written description of a job and the types of duties it includes.

There is no standard format for Job Descriptions, they tend to vary in appearance and content from one organization to another.

Most Job Descriptions, however, will contain at least three (3) main parts: a Job Title/ Job Identification Section, a Section on the main Functions, and a Section on Specifications.

The Job Identification Section would state the Job Title, Department, Who the Position reports to.

The main Functions section indicates all the duties it carries out, usually listed from the most important to least important. An example of a couple statements in this section are: “Responsible for Recruitment and Selection” and “Provides an Orientation program for all new employees”.

A Job Specification would be competency requirements such as Educational requirements, for example, “A two-year Business Administration Diploma specializing in Human Resources”

**Requirement**: To prepare a comprehensive Job Description

**Marking Guide**: Students that prepare a Job Description that provides a comprehensive list of requirements, clearly related to a HR Advisor position.

Several Problems are frequently associated with Job Descriptions:

>they are poorly written using vague rather than specific terms, and accordingly provide little guidance to the job holder.

>they can limit the scope of activities of the job holder, reducing organizational flexibility

When writing a Job Description, it is essential to use statements that are direct and simply worded.

**Grading**: This Assignment is worth 15% of your Final Grade (in combination with the Job Analysis)

**Submission**: You will submit a Word Document, of the Questions in Moodle, by the date provided.

Late submission will not be accepted and you will receive a zero if not submitted in time.