

4. Serves as a mechanism for identifying critical talent
5. Identifies skills gaps in the workforce
6. Acts as a mechanism for identifying critical roles

HR.3 All categories of staff have clearly written job descriptions.

- HR.3.1 There is a policy that describes a standardized format for job description.
- HR.3.2 The job description is used when selecting employees for hire, performance evaluation, internal promotion, and transfer.
- HR.3.3 All job descriptions are revised at least every three years and as needed.
- HR.3.4 The job description defines the required knowledge, skills, and attitude to perform the job responsibilities.
- HR.3.5 The job description clearly defines the roles and responsibilities.
- HR.3.6 The job description specifies the reporting relationships.
- HR.3.7 The job description is discussed with and signed by the staff member on hiring and is kept in the personnel file.

Standard Intent:

In line with the HRD role to perform Job Analysis: Job descriptions need to be developed for all individual staff members. The job descriptions are the basis for their assignments, orientation to their work, and evaluation of how well they fulfill job responsibilities. Every hospital has to have job description policy which include that the Job descriptions for each department are updated as needed to reflect staffing shortfalls or business needs. The hospital's intent for maintaining job descriptions is to have a floating guideline for each class of employee and for particular skilled positions.

HR.4 The hospital maintains personnel files for all employees.

- HR.4.1 The hospital has a policy guiding the initiation, management, content update, and retention time and disposal of personnel files.
- HR.4.2 Personnel files are complete and updated.
- HR.4.3 Personnel files are kept confidential and only those who are authorized can access them.
- HR.4.4 Personnel files contain the following minimum items:
 - HR.4.4.1 Qualifications; including current licensure, certification, or registration, if applicable.
 - HR.4.4.2 Current job description.
 - HR.4.4.3 References.
 - HR.4.4.4 Orientation, continuing education, and training records.
 - HR.4.4.5 Performance evaluations.