

Writing a Job Fact Sheet

Here are some general pointers when writing a Job Fact Sheet:

- ▶ Be as detailed as necessary to describe only the duties, skills and knowledge assigned to the position. **Avoid using personal traits.** This is a description of duties assigned, not a review of performance.
- ▶ Be accurate about the duties and responsibilities of the position - don't understate or overstate them.
- ▶ Describe the position as it exists today - not how it was in the past, or what it may become in the future.
- ▶ Education level is determined by the employer, based on accepted standards. Remember that you are describing your job, not yourself. For example, when asked to list the education and skills needed for the job, describe what a new staff member would require to do the job competently **not the education and experience you bring to the job.**
- ▶ When outlining the Major Activities, make a general statement of each and then list in descending order of importance the duties by using action verbs to describe what is being performed.. (e.g., “preparing and writing reports to support proposals” rather than “preparing proposals”).
- ▶ Group the responsibilities into sets which have a common purpose (e.g., objectives or major responsibilities, supervisory duties, planning duties)
- ▶ For each group develop a common denominator statement describing the nature of the duties or functions. Use action verbs to describe the action.
- ▶ Be as clear and concise as possible. For example, say “writes letters” rather than “handles the mail”. Rather than say “assist”, say what you actually do to be of assistance.
- ▶ All changes to the duties must be reviewed and agreed upon and signed by your supervisor.