



JOB DESCRIPTIONS

This document is introduced in the hiring process, at orientation or on a regularly defined basis. The purpose of the job description is to ensure employees actually perform the job duties that are indicated for their role, with an understanding not all job duties may be listed.

The job description provides a valuable opportunity for managers to think through about the job function, how work is performed, who does what, and why. Each employee has a job description which summarizes the essential functions of a specific job, the competencies, performance expectations, and the selection criteria. We encourage you to periodically review your job descriptions and work with your manager to have the content aligned with the actual work you are performing.

Having accurate and updated job descriptions ensures employees have a clear understanding of their role and at the same time it helps us properly review and determine appropriate and competitive compensation. The best opportunity to review your job description is during the annual performance evaluation process.

