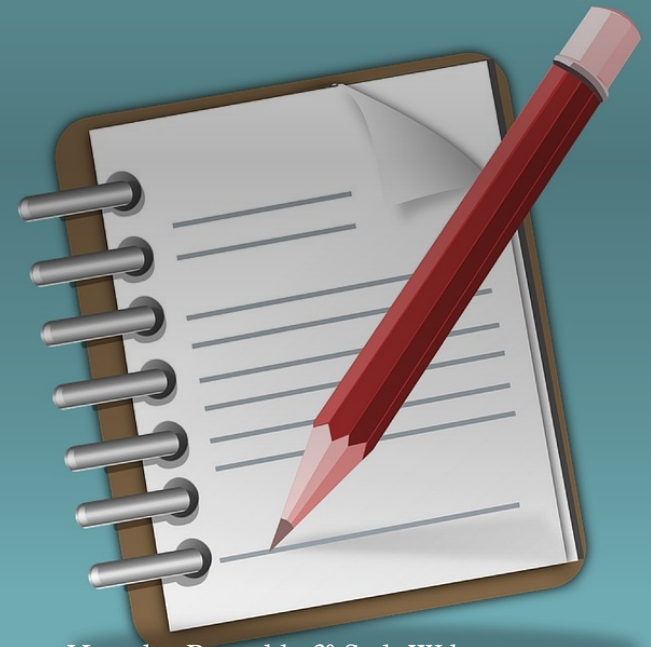


JOB DESCRIPTIONS



We're
Hiring



Kenesha Reynolds & Seth Wilner

UNH Cooperative Extension

THE FARM LABOR DASHBOARD

For more information: uvm.edu/aglabor/dashboard

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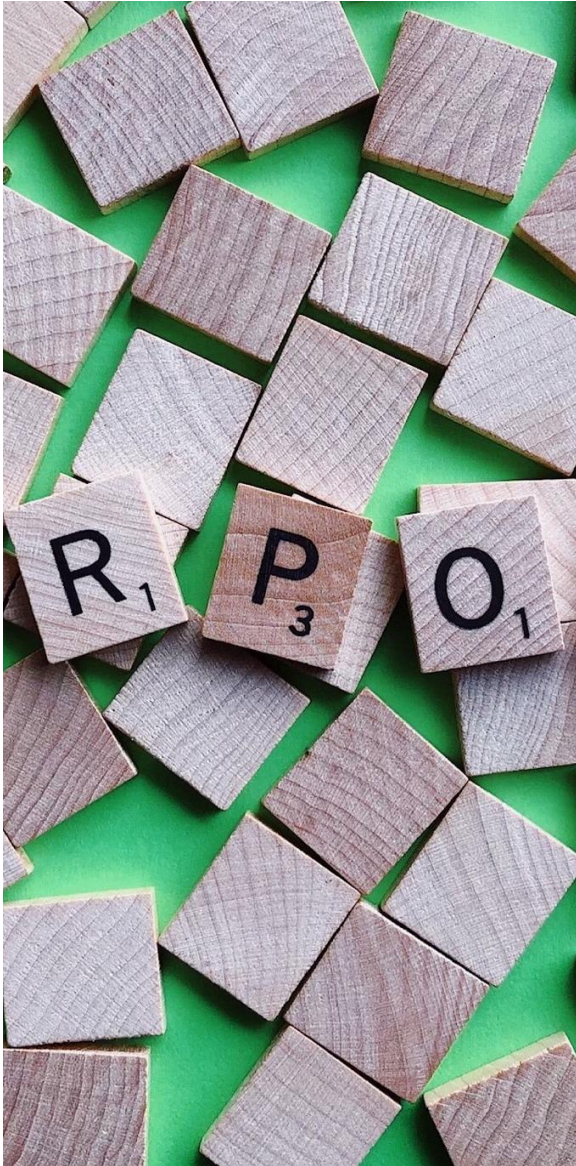
*This material is based upon work supported by USDA/NIFA under awards
2021-49400-35641, 2018-70027-28588, 2018-69006-28096 and 2014-69006-21873.*



OBJECTIVE OF JOB DESCRIPTION

It gets both employer and employee on the same page!

It provides a mutual understanding of the expectations, roles, responsibilities of a job.



PURPOSE OF A JOB DESCRIPTION

- Recruitment
- Clarify duties and responsibilities
- Training
- Organization
- Makes evaluation simpler
- Defense/reduce chances of litigation

WHAT IS INCLUDED?

- Job title
- Summary of the operation & position
- Qualifications
- Duties/Tasks
- Work schedule
- Work Relationships
- Compensation & Benefits
- Application Process



PUT IT TO
USE...

Make
Things
Happen!



Bottom-Line



A job description helps in attracting, targeting, recruiting and selecting the right candidate for the right job

It is often said that employees are key to a company's success: *get the right people onboard doing jobs that match their skill sets and employee engagement will be high.*

Source: Jo Rosser, "What is the purpose of a job description"

Conversely, *staff operating in the dark*, not knowing what they are supposed to be doing because they have never been fully informed, *is a recipe for disaster.*

Source: Jo Rosser, "What is the purpose of a job description"

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