

## Job Descriptions

Job descriptions provide the foundation for hiring and retaining good employees by outlining the necessary skills, duties, responsibilities, training, and education that are required for each position. They are extremely useful when filling an open position and can be a valuable tool for new employee orientations and performance evaluations.

Although job descriptions are not mandated by federal or state law, they may assist employers when determining the essential tasks of each position, which is a critical step in complying with the Americans With Disabilities Act (ADA). Essential job functions are those functions any candidate or employee must be able to complete in order to qualify for the position.

Additionally, job descriptions may assist with the following:

- Complying with the Fair Labor Standards Act (FLSA)
- Recruiting candidates
- Establishing performance standards and evaluation criteria
- Ensuring a clear understanding of expectations for a particular job
- Increasing morale
- Decreasing turnover
- Determining rate of pay and salary structure
- Determining exempt vs. non-exempt status

### Other Products Of Interest

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