

<b>University Enterprises, Inc. Policies and Procedures</b>		<b>Policy No. 210</b>
<b>Section:</b>	Human Resources	
<b>Policy:</b>	Job Descriptions	
<b>Revised Date:</b>	December 11, 1998	

## Job Descriptions

### I. PURPOSE

To provide a method for delineating the essential characteristics and requirements of individual jobs; to aid in the processes of recruitment, hiring and performance evaluation; and to aid in the communication of job responsibilities between supervisors and employees. Job descriptions may be used to assist in the comparison of jobs (internally and externally), and to establish salary levels and ranges.

### II. SCOPE

Job descriptions are written in a standard format for regular University Enterprises, Inc. (UEI) positions.

### III. PROCEDURE

All regular UEI jobs have descriptions on file in Human Resources. The job description is used to specify job requirements when recruiting and selecting a new employee. Job descriptions should be reviewed by the supervisor when conducting performance evaluations, and when providing feedback during the year prior to the evaluation.

Completing the Job Description: When a new position is created for which no job description is on file, the supervisor in conjunction with Human Resources should develop the respective job description.

- A. Using the job description format (available in Human Resources), the supervisor or manager may draft a preliminary job description.
- B. The draft is then reviewed with Human Resources. The job description may then be revised to final form approved by both the supervisor and Human Resources. The supervisor maintains a copy for reference.

### IV. RELATED POLICIES

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| Policy No. 025 | Recruitment and Selection                            |
| Policy No. 205 | Exempt/Non-exempt Employee Status and Classification |
| Policy No. 305 | Performance Evaluation                               |