

# *Position Descriptions*

The position description (PD) identifies the essential elements of a position to include core responsibilities and their measures, specific knowledge, skills and abilities and other required and preferred qualifications.

## **An accurate position description is:**

- The basis for the university's performance management plan, particularly in terms of disciplinary action and yearly evaluations
- Clarification of the job expectations and how performance is measured
- The foundation for the recruitment process used to create the job posting, establish screening criteria and develop interview questions
- Used in compensation evaluation, i.e., salary adjustments or pay increases

## **Best practices:**

- Review and update the position description:
  - As duties change
  - Prior to recruitment
  - On a yearly basis during the performance evaluation process
  - Since an employee is most familiar with their job, it is ideal if an employee is involved in the updating of their PD
- Remember to update the Knowledge, Skills and Abilities (KSA) section
- PDs for new positions must be created prior to recruitment

## **New position description application:** (for Classified Employees)

In the coming months, individual departments will be enrolling in the new position description application through PeopleSoft. This system will provide greater functionality, efficiency, and even access for employees to their position descriptions. Watch for an email from [positiondescription@jmu.edu](mailto:positiondescription@jmu.edu) in the coming months.