

Mastering Job Description Management: Best Practices for Success

Today's Presenters



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Today's Agenda

- Job description management best practices
- How our customers are managing job descriptions
- Payfactors Job Description Management Demo



Job Description Best Practices

Importance of Job Descriptions



Clarity and Alignment



**Recruitment and
Talent Acquisition**



**Performance
Management**



**Career Development
and Training**



**Legal and Compliance
Purposes**



**Compensation and
Benefits**

Understanding the job description

Typical components of a job description:

- ✓ Title
- ✓ Summary
- ✓ Key responsibilities
- ✓ Qualifications
- ✓ Company culture
- ✓ Reporting structure
- ✓ Application process
- ✓ Equal opportunity employer statement

Job Posting Template (Make a copy)

This is a guide to help you, the hiring manager, to create a job posting. The role of the posting is to help sell your team and get candidates excited about the opportunity. Please **make a copy** and add the details regarding your role and **save as: Job Title – mm.yy**. Anything in *italics* will not be posted and are just for internal notes.

Job Title

Use a title that is understood in the market and catches the applicant's attention.

Job Description

This is your opportunity to sell your role and team. Get creative. Summarize the most interesting points of the job. Keep it short, no more than 2 paragraphs.

In this role, you will:

- *Think about the day in the life: what will they do*

Qualifications

- *List the skills / competencies that are required to do the job*
 - *Think about skills that are required vs. skills that can be taught*
- *Examples of what you should do*
 - *Customer focus: Ability to empathize with customers and understand their needs and expectations.*
 - *Flexibility and adaptability: Must be able to adapt to changing circumstances and evolving customer needs.*
- *Examples of what you should not do*
 - *Experience in an early stage, fast-paced, tech environment.*
 - *Must have experience working for a company that has seen org changes, acquisitions, and restructuring.*

Compensation

Aligning the job description to company goals



Challenges in job description management

Keeping Job Descriptions
Updated

Ensuring Consistency Across
Teams

Managing Complexity in Job
Roles

Importance of accurate job descriptions



**Impact on
Recruitment
and Talent
Acquisition**



**Role in
Performance
Management
and Career
Development**

Best Practices of Job Description Management



**Regular Review
and Updates**



**Involvement of
Stakeholders**



**Leveraging
Technology
Solutions (JDM)**

Integrating Job Descriptions with other HR Practices

- Performance Management
- Compensation and Benefits
- Succession Planning

Legal & Compliance

- Ensuring Fairness and Non-Discrimination
- Compliance with Labor Laws and Regulations
 - Are you subject to pay transparency laws
 - Physical requirements of the role or environment in which the role is performed

Job Description Communications and Training

- How are you educating managers and employees on Job Descriptions?
- What resources and support are available?

The future of job description management

AI and Automation

Dynamic Job Descriptions

Personalized Job Descriptions

Poll: Do you use a centralized system for job description management?

- A. Yes
- B. No
- C. We are thinking about it
- D. Unsure/I don't know

How are other organizations approaching job description management?

57%

of orgs use a centralized system for job description management

77%

of organizations maintain HR-approved job descriptions for their active, incumbent jobs

When it comes to creation, approval, and maintenance of job descriptions, **81 percent** of organizations say that **HR** is involved, but **hiring managers** are only involved in **69 percent** of organizations. **Employees** are least likely to be involved at **18 percent**.

How our customers are managing job descriptions

**Tell us a little bit about your organization and how
you currently manage your job descriptions**

How were you managing job descriptions before JDM vs with JDM? If you didn't have it how would you manage your job descriptions?

How has the use of technology changed how you manage job descriptions?

What is your organization's overall sentiment around using AI in making compensation decisions?

7% are totally on board and encourage reliance on AI to get pay right

31% are cautiously optimistic and have rules/guardrails in place for using AI for pay decisions

12% are against it and prohibit employees from using AI for compensation related tasks

50% are undecided and are still gathering information about AI and its use in compensation management

How is AI transforming how organizations are approaching human resources, talent management, and compensation?

10% are using AI to help manage or generate job descriptions

11% are developing uses of AI to help manage or generate job descriptions

36% are interested in using AI to help manage or generate job descriptions

23% are against the application of AI to help manage or generate job descriptions

20% are unsure if they would use AI to help manage or generate job descriptions

Are you currently using AI? If so, how? Has AI changed the way you manage your job descriptions?

Tips for using AI in job descriptions

- Be as **specific** as possible
 - Indicate industry, job family, revenue, etc.
- Feed in an **example** of a well-done job description
 - Especially if you have one written in your company's voice
- Ask for **multiple options** or give feedback
 - Generative AI won't be offended if you ask it to try again
- Read your job descriptions **out loud**
 - This will help ensure you are using human speech/writing patterns

What advice/tips do you have for those looking to optimize their job description practices?

Poll: What would be most interesting to you in a job description management solution (select all that apply)?

- A. Ability to collaborate on a job description in real time
- B. Managing job descriptions in bulk
- C. Prescribed job description approval processes
- D. Ability to edit content of a job description
- E. Use of AI in job descriptions
- F. Other (let us know in Q&A)

JDM Demo

Interested in a demo of PayScale's Job Description Management solution?

Request a demo in the open poll and a member of our team will be in touch!

Q&A

Feel free to ask any questions in the chat!

