Getting the Right People

Job Descriptions

The HR Toolkit offers information and tools to help organizations revise existing job descriptions or develop new ones. These tools include a job description template, job profiles of some common staff positions in nonprofit organizations along with sample job descriptions from nonprofit organizations. The job profiles available in the HR Toolkit provide a broad overview of the typical types of duties and responsibilities performed by staff in a position and the qualifications that are most common for that position.

Please click the links below and read the following important introduction before using the tools - it gives useful and important information to consider before working on your organization's job descriptions.

In this Section:
- Why are job descriptions important?
- Performing a thorough job analysis
- Designing interesting and challenging jobs
- How is a job description developed?
- Who approves a job description?
- Job profiles and sample job descriptions