

Job Description Check List

- Title for the position
- Department
- Reporting title and/or name
- Job code
- FLSA classification (exempt or nonexempt)
- Pay grade
- Approver signature(s)
- Review/revision date(s) for version control
- Job objective/position statement
- List of duties and tasks performed
- BFOQs (Bona fide occupational qualification)
- Essential (major, necessary) functions of the job
- Nonessential (minor)
- Required skills or qualifications
- Behavioral attributes
- Other related criteria for the job (required travel, working conditions, etc.)
- Educational requirements (or years of experience)
- Necessary certifications, continuing education, etc.
- Days and hours expected to work
- Safety – must adhere to all safety rules and regulations
- Physical demands
- Potential hazards
- And all other duties as assigned

Make sure that there is a signature at the bottom that is clearly written, “I have received, read, understood, and will comply with this job description.”