This job aid provides detailed instructions on how to complete the Job Description Template within the Create Job process. HR policy requires that Compensation review and grade all new jobs. Additionally, every two years Compensation must review and grade all jobs with changes or jobs that have NOT been reviewed in the last two years.

UNION TYPE

1. Only indicate a union if this is applicable.

2. Choose the appropriate union option from the dropdown menu.

SCHEDULED WEEKLY HOURS

Click or tap in the field to enter text.

1. Exempt Employees: enter the number of weekly hours worked

2. Non-Exempt Employees: enter the average of scheduled weekly hours

IS THIS POSITION GRANT OR RESTRICTED MONEY FUNDED?

1. Please indicate Yes or No as to whether this is a grant or restricted funds position.

2. If Yes, additional funding review by the appropriate individuals will be required for these types of funding.

3. IF Yes, this will also require additional language in the job description.

   a. **Example:** "This is a temporary position. The term (length) of the position is dependent on the funding to cover the total compensation of the position. This position will be reviewed periodically to ensure funding still exists."

HIRING MANAGER AND HIRING MANAGER'S TITLE

Only the internal site will show the Hiring Manager's name. The Hiring Manager's title will not appear in either the internal or external site.

1. Indicate the Hiring Manager for this position. The Hiring Manager may be the same or different from the Primary Recruiter.

2. Enter the Hiring Manager's title.

ABOUT USF: Details are available on the USF web site

CAMPUS LOCATION/REMOTE WORKER

1. From the dropdown, indicate where the employee will be working, whether it will be on one of the USF campus locations or as a remote worker (not located on one of the USF additional campuses or additional locations)

DIVISION/DEPARTMENT OVERVIEW

This is an optional field. Include no more that 4 to 5 sentences that are specifically about your division or department. Examples may be department mission statements or an overview of the division's goals.

JOB SUMMARY

1. This is a short summary of the position and should be no longer than 4 to 5 sentences.

2. Include a general statement about the overarching responsibilities of the position and why the position exists.

ESSENTIAL RESPONSIBILITIES

1. Do not include responsibilities that are executed less than 5% of the time.

2. Include no more than 15 essential responsibilities.

   a. **Examples:** "review and approve job applications" or "review and approve monthly departmental expenses".

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QUALIFICATIONS

1. Describe the qualifications required for the position.

2. Indicate whether a degree in a specific field is required or if a specific number of years of experience would be considered as an equivalency.

3. Complete Physical Requirements.

4. Specify Work Environment and whether Home Internet will be required.

SCOPE OF POSITION

1. **Direct Reports:** Indicate whether the position will have Direct Reports and if yes, how many and the titles of the positions. Do **not** list the individuals currently in those positions.

2. **Leadership Responsibility:** Choose Yes or No for the position. If yes, provide a brief explanation as to whether the position will lead a team, department, division or is project based.

   a **Example:** "Responsible for leading the HR department consisting of 20 direct reports".

3. **Fiscal Responsibility:** Indicate Yes or No as to whether the position includes managing a budget. If yes, indicate the budget amount and provide details as to what type of budget the position is managing such as departmental, divisional or project based.

   a **Example:** "Departmental budget of $50k which includes office supplies, department events and catering, travel and entertainment and temp staff expenditures for special projects."

4. **Decision Authority:** This describes the level of independent decision-making capabilities the position will have. *NOTE: You may only choose one level of authority.*

Check the appropriate box to identify the decision process flow for the position and then provide a written example of the type of decisions required by the position.

   a **Example:** "This position will make final hiring decisions." "This position will review and finalize all department project contracts."

Once the required fields are completed, submit the job description for review by Compensation.

COMPENSATION REVIEW

The Compensation team will review the submitted Job Description. Salary Grade and Exemption Status will then be assigned based on the provided information. Compensation will contact the submitting individual with any questions. No further action should be taken nor is required until the position has been approved by Compensation.