

## Position Description Review Checklist

- Are the Position, Job and PERNR (employee) numbers correct?
- Has each relevant Section been completed?
- Does the information regarding the duties thoroughly describe the position and *not just use language from the class spec?*
- Supervisors: Are **all** essential tasks and functions included in the description?
- HR Business Partners: Does the description of duties match my understanding of the position?
- Is the description clear and understandable? If someone didn't know the position, would they be able to understand it based on what has been written on the form?
- Does every task/duty start with an action verb?
- Do the experience, education, training and certification requirements as well as the knowledge, skills and abilities (KSAs) support the functions and duties of the position?
- Does the total percent of time for the essential and occasional job duties *together* equal 100%?
- Is the organizational chart included?
- Are all required signatures included?