

UW FACILITIES RECRUITMENT GUIDE

STEP 1: GETTING STARTED and JOB DESCRIPTION

Position vacancy occurs. Determine position needs/requirements, establish preferred criteria, develop job description, seek internal review and finalize.

JOB DESCRIPTION

A job description tells what the job entails: job purpose, core competencies, duties / responsibilities / expectations, minimum / additional / desired qualifications, and conditions of employment.

Check to see if a job description already exists before creating a new one. If one is already on file, review and update it to fit the current position. If this is a classified position and one is not on file, then go online for the specific job specifications under the Classified Compensation Plan website at: <https://ofm.wa.gov/state-human-resources/compensation-job-classes>. This will provide basic information, such as: definition/basic function, distinguishing characteristics, typical work and minimum qualifications. This information can guide you in creating a new job description.

The job description should contain the following:

- statement about your department's mission, vision, and values;
- the position's primary purpose;
- the standardized core competencies;
- general duties/responsibilities/expectations, including process improvement (Lean) and Balanced Scorecard;
- any duties that make this position unique to your department;
- lead or supervisory responsibilities, including FS Leadership Standards;
- required skills, knowledge, abilities, and experience;
- desired skills, knowledge, abilities, and experience;
- conditions of employment, including physical/cognitive requirements, licenses, certifications, and personal protective equipment (PPE).

If this is a new professional staff position the Professional Staff Position Description Form will need to be completed and attached to the requisition in UWHIRES. This form can be found at Partner Resources website under UWF Leader's Toolkit: <https://facilities.uw.edu/partner-resources/human-resources/leaders-toolkit>