Checklist for Preparing a Position Description

☐ Have you read the [HR60 - Guide to Preparing a Position Description](#)?

**If filling an existing vacant position**

☐ Has the job changed? (eg. new duties, new skills, new work area)

☐ Is the position description still appropriate for the position designation and salary level, and if required, has it been updated?

☐ Can the position be broadbanded? (*General Staff positions only*)

**If creating a new position**

☐ Have you drafted a position description that accurately reflects the tasks and responsibilities of the new position?

☐ Could the job be offered on a flexible basis? (eg. part-time/fractional or job share)

☐ Could the position be a broadbanded one? (*General Staff positions only*)

**Job Purpose**

☐ Have you included a brief description on the overall job objective?

**Duties of the position**

☐ Are all the duties listed?

☐ Are the duties specific to the job?

☐ Are any duties discriminatory?

☐ Have you listed appropriate EEO/OHS duties required for the type of position under consideration?

**Skills/abilities**

☐ Have you listed all those skills and abilities that are capable of being demonstrated and are required for the job?

**Qualifications**

☐ Have you listed any necessary qualifications for the position?

☐ Have you considered whether demonstrated experience is a suitable equivalent to a stated qualification?

**Relevant experience**

☐ Have you listed the types of previous experience relevant to the requirements of the position?

**Essential criteria**

☐ Have you identified skills, knowledge, etc. that are indispensable to the duties needed to perform the job, that is, the essential criteria?

☐ Have you listed and grouped together the essential criteria?

☐ Have you identified any priorities within, or relative weighting of, the essential criteria?

**Approval**

☐ Have you have completed the [HR10 Staff Appointment Request form](#)?

☐ Has the vacancy been discussed with, and approved, by the Dean/Head of School or appropriate budget unit manager and any other Faculty specific approval process?