

Job Definitions:

Set the Stage for a Great Employee Relationship

Job definitions, and their resulting descriptions, set the tone for employee engagement, yet many organizations struggle to create them.



Problem: The Devil is in the Details

Among the more than 1,000 global employers we surveyed:

Only **20%** always align job descriptions with a 30-, 60-, 90-day plan

Only **23%** always provide accurate, up-to-date job descriptions

Only **26%** always clarify must-have and nice-to-have skills

Solution: Accurate, Flexible, and Transparent Descriptions

High-performance talent organizations have mastered three principles to **improve the effectiveness** of their job definitions.

1. Be Accurate

72%

always provide accurate, up-to-date information about the job, versus 20% of others.

65%

always align job descriptions with an onboarding 30-, 60-, 90-day plan, versus 16% of others.



Tips: Establish **consistent review schedules** with all stakeholders and **establish success parameters** through 30-, 60-, 90-day plans.

2. Be Flexible

69%

always clarify "must-have" versus "nice-to-have" skills, compared to 23% of others.



Tips: Consider **transferable skills**, eliminate unnecessary requirements, and align stakeholders to understand real day-one expectations.

3. Be Transparent

57%

always make salary ranges transparent in job definitions, versus 15% of others.

61%

always make the salary range competitive to the market on their job descriptions, versus 13% of others.



Tips: Make **pay transparency** a priority, when possible, and ensure **salaries are competitive**.

Never Miss a Great Candidate

These practices keep employers from shutting out job seekers who never apply because they feel unqualified. Learn about this and other best practices that shape an engaged workforce. Download our latest research.

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