

Job Description Clarity Checklist

A downloadable resource from EthosBridge LLC

Use this quick checklist to determine whether a job description clearly reflects the role and supports consistent hiring, onboarding, performance, and workforce decisions. Check each statement that is clearly addressed, and use unchecked items to guide follow-up questions or revisions.

1. Role Purpose

- ☐ The description explains why the role exists.
- ☐ The description shows how the role contributes to the organization's goals, services, operations, or workforce needs.

2. Essential Responsibilities

- ☐ The most important duties are clearly listed.
- ☐ Responsibilities reflect the work actually being performed.
- ☐ Essential duties are distinguished from occasional or supportive tasks.

3. Organization-Specific Context

- ☐ The description reflects how the role works within this organization.
- ☐ The description clearly identifies reporting relationships, collaboration points, decision-making authority, required tools, work setting, schedule expectations, and other relevant work conditions.
- ☐ The description uses organization-specific terminology, responsibilities, and context rather than generic template language.

4. Qualifications and Requirements

- ☐ Required and preferred qualifications are clearly separated.
- ☐ Education, experience, skills, credentials, and equivalent combinations of preparation are tied to actual role needs.
- ☐ Unnecessary requirements have been removed or reconsidered, including criteria based on tradition or preference rather than the work itself.

5. Performance and Evaluation Alignment

- ☐ Key responsibilities support clear performance expectations.
- ☐ Duties are specific enough to connect to evaluation criteria or indicators of successful performance.
- ☐ Managers and employees can use the description as a shared reference point.

6. Clarity and Usability

- ☐ The language is plain, professional, inclusive, and easy to understand, without unnecessary jargon or wording that may discourage otherwise qualified applicants.
- ☐ There are no major gaps, duplicate duties, or unclear ownership areas.
- ☐ The description can support hiring, onboarding, performance conversations, and workforce planning.

Keep the description current: Review the job description when responsibilities, reporting relationships, tools, work conditions, or organizational needs change. Set a regular review schedule even when no major changes are apparent.

Quick Reflection

- ☐ Would a new employee understand what they are responsible for in this role?
- ☐ Could a manager use this description during onboarding or evaluation?
- ☐ Does it reduce confusion about expectations, qualifications, and ownership?

Next step: Use unchecked items to identify needed updates, guide conversations with managers and employees, or determine whether a more detailed role review would be helpful.

Record your review: Role title: _____ Reviewer: _____
Review date: _____

Need help acting on your checklist results? EthosBridge LLC can identify unclear expectations, weak role alignment, unnecessary requirements, and gaps that make job descriptions harder for managers and employees to use. A detailed role review can address role purpose, essential duties, qualifications, reporting relationships, work conditions, and alignment with hiring, onboarding, and performance practices. Return to the EthosBridge LLC website to discuss whether this service fits your organization's needs.

This checklist is provided for general informational and organizational planning purposes only. It is not legal advice and does not guarantee compliance with employment laws or regulations. Organizations should review job descriptions in light of applicable laws, workplace requirements, and the specific circumstances of each role, and consult qualified legal counsel when needed.

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