GUIDELINES FOR JOB DESCRIPTIONS & REQUIREMENTS

Hiring Managers are responsible for providing job descriptions and job requirements for each requisition. Well written descriptions and requirements communicate the nature of the job and attract interested and qualified applicants.

Once a requisition is created, the text will be reviewed by HR Staffing Services and may be edited for clarity and conciseness. Below are standard guidelines for posted job descriptions.

JOB DESCRIPTION
The job description identifies the job’s tasks and responsibilities. Guidelines include:

- Be sure to lead with the essential functions of the job that will take up ~80% of the person’s time.
- Write for an external audience: No MIT jargon!
- Keep it brief: 250 words max (description + requirement combined)

JOB REQUIREMENTS
The job requirements define the kinds and levels of experience, knowledge, and skill required for the job. Guidelines include:

- Phrase requirements in terms of MINIMUM years of experience and education, rather than providing a range; applicants who don’t meet these requirements should be automatically screened out
- You may add additional preferred requirements that don’t automatically disqualify people
- If you will accept experience in lieu of a degree, be specific. For instance, not “bachelor’s degree or equivalent experience”, but instead, “three years of experience or a bachelor’s degree and one year of experience”
- For Administrative Assistant, Financial, and IT jobs, refer to the job level guides available through the Compensation website for appropriate minimum education & experience requirements
  - Note that degrees are never required for nonexempt positions (although they can be listed as preferred/desirable)
- Refrain from listing intangibles like “sense of humor”

Note that the job description used for posting purposes is typically shorter and more general than the one used by Compensation to assign a job level. For more information on writing full job descriptions, visit the Compensation website: http://hrweb.mit.edu/compensation/ or talk to your HRO