
Why are Job descriptions important?

Job descriptions are important for a number of reasons. Some of these reasons are:

- Job descriptions clarify who is responsible for what within the company. They also help define relationships between individuals, between departments, etc. When used to advantage, they can settle grievances, minimize conflicts, and improve communications.
- Job descriptions help the jobholder understand the responsibilities of the position. This not only enables the employee to assess the relative importance of everything he or she is accountable for, but also provides a sense of where the job fits into the company as a whole.
- Job descriptions are helpful to job applicants, employees, supervisors, and human resource professionals at every stage in the employment relationship, from recruitment to retirement. They provide information about the knowledge, training, education, and skills needed for each job. They prevent unnecessary misunderstanding by telling employees what they need to know about their jobs. Best of all, they provide this information in a completely objective and impersonal way.
- Job descriptions help management analyze and improve the company's structure. They reveal whether all company responsibilities are adequately covered and where these responsibilities should be reallocated to achieve a better balance.
- Accurate job descriptions provide a basis for job evaluation, wage and salary surveys, and equitable wage and salary structure.

Finally, they provide a basis from which to determine whether a disabled applicant is otherwise qualified for the job and, if so, to assist in determining what accommodation would be required for the applicant to be able to perform the essential functions of the position. To have HR Allen Consulting Services develop your job descriptions click [here](#).

(Source: BLR,Inc)