

MAN4301 Final Job Description Submission Guidelines

Please take these feedback points seriously as you revise your document.
Accurate completion of the job description is needed to get max credit

1. Please ensure that you have filled in all section on the top half of the title page.
 - You can find the DOT code for your job by visiting O*net online.
2. Please ensure that the summery and purpose of your JD are not repetitive or overlapping
 - The purpose of the summery is to SUMMARIZE the most important essential functions from the essential functions list.
 - The purpose of the “purpose” is to validate or explain why the job is necessary in the organization.
3. Please ensure that all your essential functions begin with action verbs and describe ONLY ONE function.
 - You should have a pretty long list of EFs, depending on the complexity of the job.
 - The list should encompass all aspects of the job
4. Section V needs to be accurate to the job position you have chosen
 - Specifically sections A, C, and H

Please ensure your job description matches the style and format provided in the sample template. Formatting is a crucial part of a well-constructed job description.