

Job Analysis Template from Hiring the Best Knowledge Workers, Techies & Nerds: The Secrets and Science of Hiring Technical People by Johanna Rothman.

If you don't have a copy of the book yet, visit Dorset House or Amazon.

Job Description Template:

[Job Title], reporting to [Manager Title]

Generic requirements (use minimum education or training requirements, applicable to this job level at this company, but are not industry specific):

Specific requirements (use people interactions along with the essential technical skills and additional desirable requirements, if you have them):

Responsibilities (use job activities and deliverables, and essential cultural qualities, preferences, and skills):

Elimination factors (use the elimination factors from the analysis worksheet):

Other factors (optional: use the corporate cultural-fit factors):