# Job description template for hiring new employees

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| You can use this template to help you prepare a job description for a job you want to fill. A job describes the duties and responsibilities of a job. A job description help you clarify what you need from the role and can be used as the basis to develop your job advertisement. |

## Suggested steps for developing a job description

**For more information on hiring a new employee,** [**see our ‘Hiring employees’ online learning course at fairwork.gov.au/learning**](http://www.fairwork.gov.au/learning)**.** **For information about minimum employment rights and entitlements** you can also call the Fair Work Infoline on 13 13 94 or [**visit** **www.fairwork.gov.au**](http://www.fairwork.gov.au/).

### Step 1: Define the job

The first step is to getting a clear understanding the job you want to fill and the tasks you need completed. A good place to start is to talk to the supervisor or person who the employee will be reporting to, and other employees who are working in the area.

You should consider:

* what tasks you need the new person to undertake
* what skills and abilities are needed to perform the role
* whether they need any particular qualifications or experience required
* what responsibilities the new person will have.

### Step 2: Decide on the type of employment

You will need to decide on the type of employment the job needs. That is, whether the position is full-time, part-time, fixed-term or casual. This is important because it will determine the employee’s pay and conditions.

You should determine:

* the number of hours needed to do the job
* how long the job will be for (indefinitely or for a specified time or task)
* whether the employee is a junior, apprentice or trainee.

### Step 3: Create the job description

Once you have defined the role, you can use the information to develop a job description. The below has been colour coded to help you to complete it. Simply replace the <red> writing with what applies to your situation. Explanations and/or examples are shown in blue italics and should be deleted once you have finished the form.