

Position Description/Job Requisition Template

Managers, HR Consultants and HR Business Partners can use the Position Description / Job Requisition template to collect and prepare the information needed to create a quality position description. This job aid helps you use the template, located at hr.osu.edu/services/compensation/tools.

Complete the template prior to initiating the Create Job Requisition (for new position) or Edit Position Restrictions (for an existing position) in Workday. This can be used for faculty, staff, graduate associate and student hourly jobs.

A properly designed position description (PD) provides a competitive advantage when sourcing talent. A well-written and accurate position description benefits the department and hiring manager, as well as potential and current employees by:

- Creating a shared understanding of position responsibilities and performance expectations.
- Saving recruiting time and money.
- Providing all necessary information so potential candidates can assess whether the position and company are a good fit.
- Lowering turnover rates by discouraging unqualified and poorly suited candidates from applying and accepting the position.
- Identifying and assessing high-quality candidates more quickly.

In summary, when designing the position description, it is important to think about and include all details necessary to help candidates understand what the position involves, allowing them to assess fit. In addition to thinking through the functional or technical expertise you require of an individual, it is important to identify those attributes or behaviors that support employees in being successful.

General tips for writing a quality position description:

- Avoid abbreviations.
- Avoid superlatives such as smallest, most, many, etc.
- Use action words such as administer, consult, deliver, designs, establish, monitors, order, plan, review, supervise, train, etc.
- Avoid the use of pronouns such he, she, they, them. Instead refer to candidate, individual, position or title such as "Nurse Practitioner will be responsible for"
- Use full sentences with periods.
- Use caution with punctuation such as bullet points, quotation marks or other formats that may not translate well online job postings.



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HUMAN RESOURCES



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SECTION 1: POSITION NUMBER

Position Number (existing)	Check here if this is a new position
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SECTION 2: CONTACT INFORMATION

College/unit name	
Department name	
Contact name	
Contact phone number	Contact email address
Manager's name (who will this position reports to)	
Manager's phone number	Manager's email address

SECTION 3: POSITION CHANGE REASON

Check one of the following:

<input type="checkbox"/>	<i>New Position</i>
<input type="checkbox"/>	Update Existing Position (for Posting). In Workday, select from the following:
<input type="checkbox"/>	<i>Change Restrictions for Replacement – Position Restrictions Changes</i>
<input type="checkbox"/>	Update Existing Position (not for Posting). In Workday, select from the following:
<input type="checkbox"/>	<i>Employee Position Change – Change Position Description/Responsibilities</i>
<input type="checkbox"/>	<i>Employee Position Change – Title Change</i>
<input type="checkbox"/>	Reclassification. In Workday, select from the following:
<input type="checkbox"/>	<i>Job Reclassification – Change Academic Pay Type</i>
<input type="checkbox"/>	<i>Job Reclassification – Education Advancement</i>
<input type="checkbox"/>	<i>Job Reclassification – Faculty Promotion</i>
<input type="checkbox"/>	<i>Job Reclassification – Reclassification Demotion</i>
<input type="checkbox"/>	<i>Job Reclassification – Reclassification FLSA Status</i>
<input type="checkbox"/>	<i>Job Reclassification – Reclassification Lateral</i>
<input type="checkbox"/>	<i>Job Reclassification – Reclassification Promotion</i>
<input type="checkbox"/>	<i>Job Reclassification – Student Title Change</i>

SECTION 4: RECRUITING INFORMATION

Number of Openings <i>If this position is going to be posted, enter the total number of positions that are available to be filled. If more than one position is available, all the information entered must be the same. If any information differs, then a separate job requisition/position must be created.</i>
Reason <i>Select one of the following: Create Job Requisition – Planned – Backfill of Existing Position Create Job Requisition – Planned – Change to Existing Position</i>

Create Job Requisition – Planned – New Position
Create Job Requisition – Unplanned – Growth
Create Job Requisition – Unplanned - Placement

Replacement for

Provide the name, OSUID number and job profile title of the employee who is being replaced.
If the position is being reclassified, provide the employee's name and OSU ID number.

Recruiting Instruction

Select one of the following: Active Posting or FTE Hold

Recruiting Start Date

Populates in as the entry date into Workday and should not be changed

Target Hire Date

This is the first possible start date for the selected candidate. Note that the candidate's actual hire date cannot be prior to the date entered here. It is ideal to use today's date.

Target End Date

This is required for all temporary and term positions. The date is included in the letter of offer and is also populated into the employee record. It is used to identify when the employee is expected to end their employment.

Referral Details – Indicate if this posting is eligible for a Bonus-Referral.

SECTION 5: JOB DETAILS

Position Description

Job Posting Title

The job posting title (also referred to as the working title) indicates the title is most commonly known in the industry or profession. The job profile title, not job posting title, will be used to market price this position. For staff positions, it is preferred that the title in this field match the job profile title.

For federal work study student positions, do not include any reference to FWS or Federal Work Study, etc. in this field.

Justification (for the Job Posting Title)

When the job posting title is different from the job profile title, please provide an explanation as to how the job posting title aligns with the industry or profession and supports the business needs.

Job Profile

Select only one job profile per position. Once the job description and responsibilities of the position have been identified, select the job profile title that most closely aligns. These are part of a list commonly referred to as the job catalog. The job catalog can be found in Workday using the Job Catalog-University report. Many classifications have an established specification, which includes a description of the primary function of the position and significant duties and can be helpful in guiding the creation of the job description.

For most staff positions in the Wexner Medical Center organization, be sure to select the job profile that is formatted as Job Profile Title (HS). In addition, when the position is an Internal Resource Pool, be sure to select the Job Profile Title that begins with IRP e.g. IRP-Nurse Practitioner (HS).

Contact HR Compensation for assistance with job profile selection.

Additional Job Profiles

This will be required for specific circumstances such as:

- in the Wexner Medical Center e.g. for Staff Nurse A, B or G or certified/not certified. The actual job profile will not be identified until the selected candidate has been hired.
- For tenured faculty, the actual job profile will not be identified until the selected candidate has been hired. The additional job profile will contain Assistant Professor, Associate Professor or Professor.

Job Description Summary

This field is intentionally left blank and nothing should be entered. Some job titles will default data and it cannot be edited.

Job Description

This information will be included in the job requisition and posting. It may be helpful to refer to the established specifications, when available. These can be found in the job catalog report in Workday. In addition, for positions that in position management such as faculty and staff, this information in section will reflected in Edit Position Restrictions; updates to existing position will be initiated through Edit Position Restrictions. For job management titles such as graduate students, hourly students and non-Medical Center staff employees in an intermittent employment arrangement, this information is not retained.

Job Description

The job description is a clear and accurate summary of the position. It is a concise description of why the position exists and should be the first line in the summary. The job description focuses on the position's overall purpose and provides insight into the position and the context within which it works. It also reflects the size, scope and activity of the role.

Note: Inclusion of the term "Supervision" in the job description, where the responsibilities do not involve hiring, firing, evaluation of employee work, or issuing necessary corrective action, consider using alternate terms such as "coordinate", "lead", or "oversee" (e.g., "coordinate student lab activities") rather than "supervise." Per [Classified Civil Service rules \(3335-55-04\)](#), to supervise "... means that an employee assigns and reviews work, completes employee performance management procedures, rewards exemplary employee performance, recommends disciplinary action, adjusts grievances, and requires the use of independent judgment in exercising authority." Make this more generic and not just related to CCS. Supervisors should have two or more FTE total reports e.g. two full-time faculty or staff, four part-time faculty or staff or eight part-time students (4:1 ratio) or a combination of full-time or part-time.

General tips for writing a quality position description:

- *Avoid the use of abbreviations.*
- *Avoid the use superlatives such as smallest, most, many, etc.*
- *Use action words such as administer, consult, deliver, designs, establish, monitors, order, plan, review, supervise, train, etc.*
- *Avoid the use of pronouns such he, she, they, them. Instead refer to candidate, individual, position or title such as Nurse Practitioner will be responsible for xyz.*
- *Use full sentences with periods.*
- *Use caution with unusual punctuation such as bullet points, quotation marks or other formats.*

Minimum Education Required

*Indicate the absolute **minimum** education required for the individual in this position to successfully perform the job. This should be based on the position, not an individual. In most situations, a combination of education and relevant experience will be accepted. Candidates who do not meet the minimum education and/or required qualifications cannot be considered for the position.*

Additional Education Desired

Indicate any additional education that is desired for the individual to have completed.

Required Qualifications

*This section should reflect the **minimum** number of years of experience in relevant and specific skills. For example, must have five to seven years of experience in contract negotiation or two to four years in budgeting. Required qualifications should be based on the position, not an individual. Be sure that the requirements are truly the minimum qualifications needed to perform the position when an individual first starts. Required licenses and certifications should be included here. Candidates who do not meet the minimum education and/or required qualifications cannot be considered for the position.*

In addition, include any physical, visual or mental requirements. Examples include must be able to lift 30 pounds or will be required to sit or stand for long periods of time.

Additional Job Description

This information will be included in the job requisition and posting but will not be included in the Edit Position Restrictions. Therefore, any information that does need to be reflected in Position Restrictions needs to be captured in the Job Description field.

This section can include marketing information about the university, college, unit. Examples:

Example 1:

The Ohio State University Comprehensive Cancer Center – James is the only cancer program in the United States that features a National Cancer Institute (NCI)-designated comprehensive cancer center aligned with a nationally ranked academic medical center and a freestanding cancer hospital on the campus of one of the nation's largest public universities.

Example 2:

As part of the College of Education and Human Ecology at The Ohio State University, the Department of Educational Studies leads the way in teaching and researching educational policy and leadership. The Department is comprised of undergraduate as well as twelve academic programs at the graduate level, we provide our students an exemplary education, research experiences, and teaching that paves the way for lifelong success. Our graduate programs cover a variety of richly diverse yet strategically aligned paths of specializations in K-12 and Higher Ed leadership and policy making, as well as Special Education, vocational/technical education, and counseling and psychology.

The College of Education and Human Ecology values learning as a lifelong process. The educators, researchers, and professionals we help grow are critical to shaping academic success and health and wellness for generations to come. EHE embodies the mission and goals of OSU, and is committed to:

- Creating and discovering knowledge to improve the well-being of our state, regional, national and global communities.
- Educating students through a comprehensive array of distinguished academic programs.
- Preparing a diverse student body to be leaders and engaged citizens.
- Fostering a culture of engagement and service.
- Understanding that diversity and inclusion are essential components of our excellence.

We are led by our core values of excellence; justice; diversity; inclusion; innovation; and internationalization.

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The Ohio State University: The Ohio State University is one of the nation’s leading public research universities and is ranked 16th among national public research universities in the United States, according to U.S. News & World Report. The university serves 66,046 students across its six campuses. The Columbus campus of The Ohio State University is in the 15th largest city in the country. A recent Gallup survey ranked Columbus the nation’s second strongest metro area for job creation, with research and technology institutions taking the lead. The Columbus metro area continued its steady growth as its population hit 2,021,632 in 2015, up about 1.2 percent from 1,997,308 a year earlier. The city’s corporate base and higher-education system draw people to it. Explore the city of Columbus through this link. <https://www.columbus.gov/>. Central Ohio has historic communities and suburban living, as well as a varied nightlife. The area is the headquarters to major corporations related to fashion and retail studies, including Abercrombie & Fitch, Ascena, Big Lots, Designer Brands, Express, and L Brands.

Once the position information is summarized, units should consider if there is any other information that is critical to share with candidates. An example may include any required hours of work e.g. Monday through Thursday, etc.

The following statement will automatically be included in the job posting: Final candidates are subject to successful completion of a background check. A drug screen or physical may be required during the post offer process.

When appropriate, the Talent Acquisition Coordinator will add the target hiring range details in this section prior to the job posting. The target hiring range details will be provided by Compensation.

Job Families for Job Profiles

This will automatically default in based on the job profile title and cannot be changed.

Additional Job Details

<p>Worker Type</p> <p>Select Employee</p>	<p>Worker Sub-Type</p> <p>When the Worker Type is Employee, select one of the following: Intermittent, Seasonal, Regular, Term or Temporary.</p>
<p>Primary Location</p> <p>Select the building location where the work this position performs will primarily occur.</p>	<p>Primary Job Posting Location</p> <p>This will default based on the Primary Location and should not be changed.</p>

Additional Locations <i>Leave this blank</i>	Additional Job Posting Locations <i>Leave this blank</i>
Scheduled Weekly Hours <i>Enter the average number of hours the individual will work each week. For intermittent and seasonal positions, enter the average number of hours the individual will work each week during the time period that they work.</i>	Work Shift <i>Select from the following:</i> First Shift Rotating Shift Second Shift Third Shift Varying Shifts Weekend Shift
Link to Evergreen Requisition <i>Leave this blank and work with your Talent Acquisition Consultant when considering an evergreen requisition.</i>	Compensation Details <i>Based on the information entered, the Compensation Grade will automatically populate into this field. It cannot be changed.</i>
Questionnaires <i>Based on the information entered, the appropriate questionnaire will automatically populate into this field.</i>	Assessments <i>Based on the information entered, the appropriate assessment will automatically populate into this field.</i>

SECTION 6: QUALIFICATIONS

Skills (section not in use at this time)

Required Skills	Optional Skills

Education

Select the absolute minimum education degree required for the candidate to successfully perform this job. The values are Associates, Bachelors, Doctoral/Professional, High School/GED or Masters. The selected value must match the information that was entered into the Minimum Education Required section above. In the Field of Study, indicate the specific area such as Accounting, Computer and Information Technology, etc. In the Required field, indicate Yes. There can only be one required degree.

If additional education is desired but not required, insert another row and enter that information. Desired education should be designated as No in the Required field.

Degree	Field of Study	Required (Yes or No)

Language (section not in use at this time)

Indicate any languages that referred for the candidate to successfully perform this job.

Language	Ability	Required (Yes or No)

Certifications

Indicate any certifications or licenses that are required. The information must match was entered into the Minimum Qualifications section above.

Country	Certification	Certification (Not Predefined)	Issuer (Not Predefined)	Required (Yes or No)

Work Experience (section not in use at this time)

Work Experience	Experience Level	Required (Yes or No)

Competency (section not in use at this time)

Competency	Target Rating	Required (Yes or No)

Responsibilities (Duties)

Responsibilities should reflect the key duties that are performed by this position with the most important duty representing at least 50%. The duties should be listed in order of importance. There should be three to five key duties and must total 100%. Similar or like duties should be combined by function e.g. Administrative, Financial, Budgeting, Human Resources, etc. Duties should be represented in increments of 5%. Duties should align to the job description. Every responsibility should be designated as yes in the Required.

It should be written in brief, descriptive statements beginning with a verb and ending with a semi-colon, using lower case text (except in the case of proper names). In addition, it is important to spell out acronyms. The use of acronyms can create confusion and should therefore be avoided.

Below is an example for an Office Associate.

Responsibility	Required (Yes or No)
65%: Answers phones, screens and routes calls; schedules appointments and maintains calendar; serves as liaison; manages mail, documentation and correspondence; organizes and maintains filing system. Composes letters; prepares typed correspondence, business documents, statistical reports, reviews, miscellaneous reports, and other medical/administrative documentation.	Yes

Responsibility	Required (Yes or No)
20%: Schedules meetings and conferences; coordinates catering, equipment and rooms, and creates presentations.	Yes

Responsibility	Required (Yes or No)
15%: Assists with special programs and projects as assigned; purchases supplies and equipment; attends meetings as needed; provides coverage for other support staff when needed.	Yes

Training (section not in use at this time)

Training	Training Type	Description

SECTION 7: ORGANIZATION

Organization

This information automatically populates in based on the supervisory organization.

Company	Cost Center	Balancing Unit

Additional Organization Information

Time Entry Method <i>For hourly positions, select one of the following:</i> External Time Clock Kronos Web Clock (Health System only) Workday Time Clock	Meal Length (Health System Positions Only) <i>Select one of the following:</i> 30 Minute Lunch 60 Minute Lunch No Lunch
Federal Work Study (FWS) <i>If this position can be filled by a Federal Work Study student, check the Federal Work Study (FWS) – General option. This option may only be selected when the job profile is a student.</i>	Faculty Group Practice (FGP) Split Retirement <i>If this position will be located in the Faculty Group Practice and is eligible for the split retirement plan, check the Faculty Group Practice (FGP) Split Retirement option.</i>
Disaster Designation <i>Select from one of the following:</i> Alternate Essential Standby <i>Refer to Weather or Other Short-Term Closing policy 6.15 for details on these designations.</i>	Area <i>Used only for a Nationwide Children’s Hospital faculty member or Faculty Group Practice physician. For details, refer to https://admin.resources.osu.edu/workday/workday-for-managers-and-leaders/change-organization-assignment.</i>
Federal Work Study Funding <i>The Federal Work Study Administrator will select the appropriate value based on the job description and responsibilities. The following are the available choices:</i> America Reads Eligible Job Federal Work Study (FWS) Eligible Job	

Off Campus Community Service Work Eligible Job
On Campus Community Service Work Study Eligible Job

Refer to the Federal Work Study job aid for more details:
<https://admin.resources.osu.edu/workday/workday-for-core-users-finance/federal-work-study>

SECTION 8: ATTACHMENTS

Please attach documentation if needed and/or required.

SECTION 9: MANAGEMENT INFORMATION AND POPULATION SERVED

Provide the following:

Number of faculty or staff that this position will manage/supervise (directly or indirectly)	Number of graduate associate students this position will manage/supervise (directly or indirectly)	Number of hourly students this position will manage/supervise (directly or indirectly)
Indicate the populations that are served by this position.		

SECTION 10: COMPENSATION

Total Base Pay and Guidelines

The information in this section populates in automatically based on the job profile title selected earlier.

Total Base Pay - The total base pay will be calculated and displayed automatically. It is the sum of the salary and any allowance plan.	
Total Base Pay Range – Each job profile title must be assigned a grade profile and grade. Most grades are represented as a minimum, mid-point and maximum, which will automatically display here as view only. This is informational only and should not be viewed as the market relevant pricing for this job profile title/position.	Compensation Package – The value in this field will automatically display here as view only. It will be the Ohio State University Compensation Package.
Grade Profile – Each job profile title must be assigned to a grade profile. The assigned grade profile will automatically display here as view only. Examples of values are A&P Annual, CCS Hourly, CWA Service Employees, etc.	Grade – Each job profile title must be assigned a grade. The assigned grade will automatically display here as view only. Examples of values are A&P Annual 75, CCS Hourly 26, CWA Service Employees 2, etc.
Step – this field is not used	Progression Start Date – this field is not used

Position Specific Base Pay Details

This section should be used to designate the actual base pay details for this specific position. For staff positions, Compensation will provide a target hiring range and will advise units as to what amount to enter. For faculty, graduate student and hourly student positions, follow the college/units guidelines.

	Salary	Hourly
Target Hiring Range	<i>Must be entered as an annual rate e.g. \$45,000 to \$52,000. This should be equally divisible by 12. For campus positions, this will be entered into the Additional Job Information by the Talent Acquisition Coordinator and will be visible on job postings. Medical Center, College of Medicine and Office of Health Sciences positions will not display this information on job postings.</i>	<i>Must be entered as an hourly rate e.g. \$15.10 to \$17.25. For campus positions, this will be entered into the Additional Job Information by the Talent Acquisition Coordinator and will be visible on job postings. Medical Center, College of Medicine and Office of Health Sciences positions will not display this information on job postings.</i>
Amount	<i>Must be entered as an annual rate. This should be equally divisible by 12.</i>	<i>Must be entered as an hourly rate</i>
Currency	<i>Defaults as USA and should not be changed</i>	<i>Defaults as USA and should not be changed</i>
Frequency	<i>Defaults as Salary and should not be changed</i>	<i>Defaults as Hourly and should not be changed</i>
Expected End Date	<i>This should be left blank</i>	<i>This should be left blank</i>
Actual End Date	<i>This should be left blank</i>	<i>This should be left blank</i>
Compensation Element	<i>Defaults as Salary Pay and cannot be change</i>	<i>Defaults as Hourly Pay and cannot be change</i>
Grade	<i>Grade assigned to the job profile title will default in and cannot be changed</i>	<i>Grade assigned to the job profile title will default in and cannot be changed</i>
Grade Profile	<i>Grade profile assigned to the job profile title will default in and cannot be changed</i>	<i>Grade profile assigned to the job profile title will default in and cannot be changed</i>
Allowance	<i>Select one of the following, if appropriate:</i> Car Laundry Meal Parking Perquisites <i>Contact Compensation for questions regarding eligibility.</i>	<i>Select one of the following, if appropriate:</i> Car Laundry Meal Parking Perquisites <i>Contact Compensation for questions regarding eligibility.</i>

SECTION 11: ASSIGN ROLES

Role

Select from the following:
 Hiring Team
 Recruiter for Job Requisition
 Search Committee Internal

Assigned To

Indicate the position or employee.

SECTION 11: COSTING ALLOCATION

Costing Allocation (must total 100)

This section is optional and will not be entered into the Job Requisition. It can be used to document the costing allocation(s) for finance purposes.

Percentage				
Company				
Cost Center				
Costing				
Balancing Unit				
Function				
Program				
Grant				

SECTION 12: SIGNATURES

I agree that the information in this document represents the position accurately.

	Signature	Date
Manager		
HR Consultant		
HR Business Partner		
Unit Leader		
Cost Center Manager		