Job Description Database Cheat Sheet

How to Create & Edit a Job Description

1. Use current job description as a base or research a similar position and use it as a base. See "identifying base job descriptions" for support with finding similar positions.
2. Ensure your base job description is in the most current [template](#)
3. If necessary, copy & paste base content into the current template. Create and edit content using the job description toolkit
4. Ensure track changes is on when editing an existing job description
5. Information on how to submit a request can be found [here](#)

Identifying Base Job Descriptions

Why?

When creating or editing a job description, it is useful to look within SFU to see if there are any existing positions with similar duties and responsibilities to your desired position. This saves leader's time in crafting the language for their job