

## ***Quick Check for Revising and Updating Job Descriptions***

(See Pages 18-19 of **A Head Start Guide to Job Analysis & Job Descriptions** for Details)

- Review or update job descriptions as needed, but at least once each year during the annual employee performance appraisal.
- For new positions and newly hired employees, review and adjust job descriptions three to four months after the employee begins work.
- Review and revise descriptions whenever salary adjustments are made.
- Review and revise job descriptions when a position is vacated or when a new person is hired for the position.
- Review and revise all job descriptions after departmental or agency reorganization.
- Review appropriate job descriptions whenever you hear the phrase, "That's not my job."
- When updating job descriptions, ensure the agency mission statement, goals and objectives, and recent departmental changes are adequately reflected.
- Fully include the incumbent(s) in the review and revision process.
- Interview employees and managers in regular direct contact with the incumbent for input into the review process.
- Review the position's relationship to other jobs in the program to identify and eliminate duplication of effort.
- Following the review, finalize changes to the written job description.
- Have the employee and Director sign and date the description.
- Place the signed description in the employee's personnel file and other locations as prescribed in your program's Policies and Procedures.

