

The Hiring MasterClass

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What's in a Job Description?



Job Analysis

Analyzing the tasks to be done, defining the role, and creating a job description is the first step in the selection process.

What is analyzed?

- **Tasks:** what will be done and how often

- **Requirements:** What is required to perform the tasks
- **Equipment:** The tools and equipment necessary to complete tasks. This includes special clothing.
- **Work environment:** Determine if it is hazardous, industrial, office, etc.

Once a position is analyzed, the information is used to create a job description. The description should also include the job title and the department the position falls under.

Job Description

The job description is the framework for hiring, interviewing and managing the new hire.

For job descriptions and interview guides, see the templates in the appendix.

The image shows a form titled "Job Description" with several sections: "Job Title", "Department", "Location", "Reporting To", "Job Family", "Job Grade", "Job Code", "Job Summary", "Essential Functions", "Minimum Education", "Minimum Experience", "Minimum Skills/Qualifications", "Special Requirements", "Notes", and "Job Requirements".

Pro Tip

Use ChatGPT to help

Prompt:

Assume the role of an HR Manager. Compose a job description with the following duties.

Duties:

- Answering phones
- Filing paperwork
- Sending emails
- Coordinating schedules for multiple executives
- Tracking expenses for office supplies
- Maintaining office inventory
- Include EEOC requirements
- Include basic qualifications

Determine Compensation:

Use Payscale.com (for free: select Individual)

Use Chat GPT to help

Prompt:

Assume the role of a compensation specialist. Provide compensation ranges for a job with the following duties and experience level in [location]

Be as specific as possible with the job duties, the level of experience required (years or proficiency level) and geographic location.



Sourcing Candidates

Options:

- Word of mouth and personal referrals
- Social media: Facebook, Instagram
- Advertisements: newspaper, radio, local publications
- Organizations
- Online job boards
- Schools, career fairs, training programs
- Temporary Employment agencies

Applications:

How will the organization accept applications?

Formal vs Informal

Paper application vs online

Where to Source?

Pro Tip

- Use ChatGPT to help

Prompt:

Assume the role of a recruiter tasked with hiring qualified candidates for a [TYPE of Business] in [LOCATION]. Recommend the best platforms and strategies for attracting top talent for positions related to [insert job specific titles or duties. Add as much detail for more complete response].

Key Considerations:

- The location of the operation
- Focus on specific skills
- Local vs. broader recruitment efforts
- Budget constraints for advertising

The Interview

The interview is critical in determining if the candidate is a right fit for the organization.

Types of Questions:

- **Job history:** Ask about skills and past jobs. Discover why a job was left.
- **Salary:** Discover the salary expectations and how they compare to current earnings.
- **Travel and relocation:** Is the candidate willing to do either if necessary.
- **Goals:** Find out if the candidate's goals match the organizations.
- **Strengths and weaknesses:** Find out about the candidate
- **Start date:** Find out when he or she can begin.

Traditional Interviews

Typical Questions:

- Tell me about yourself.
- Why are you interested in working here?
- What are your goals in life?
- Why should I choose you?
- What are your strengths/weaknesses?
- Are you interested in a long-term position?
- What salary are you looking for?
- Do you have any questions?



Tell me about yourself.



Why should I choose you?



Do you have any questions?

Behavioral Interviews

Behavioral questions are used to learn about a candidate's past experiences and what type of impact they will have on future performance. A common example of a behavioral question is "Tell me about a time you took initiative"



Tell me about what you liked about your last job



Describe a time that you reached a goal.



Tell me about a challenge you had to work through.

Pro Tip

- Use ChatGPT to help

Prompt:

Act as an interviewer. Develop seven behavior-based interview questions to assess a candidate's qualifications, skills, and cultural fit for [insert job title].

Examples of Competencies or Skills:

- **Problem-Solving** – Handling challenges
- **Teamwork** – Collaborating with others
- **Adaptability** – Adjusting to change
- **Leadership** (if applicable) – Decision-making & conflict resolution
- **Customer Service** (if applicable) – Managing difficult clients
- **Work Ethic** – Staying motivated & committed
- **Job-Specific Skills** – Role-related competencies

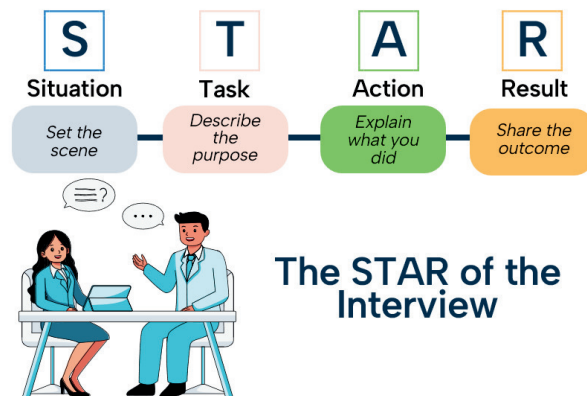
STAR:

Situation: Candidates need to fully, but concisely, explain the circumstances of the situation.

Task: Make sure they explain the tasks they completed or problems they addressed.

Action: What course of action was taken and why?

Results: What were the results of the action?



Do's:

- ✓ Use the job description to prepare questions related to the job
- ✓ Ask open ended questions to assess prior experience
- ✓ Ask questions directly related to the ability to perform the job
- ✓ Allow the candidate to ask questions

Don'ts

- ✓ Don't talk too much. Ask a question and allow the candidate to answer
- ✓ Don't ask off limit questions: religion, age, race, children, etc.

Illegal Questions



Questions must relate to the job



Be aware of your area's laws



Avoid culture, age, religion, medical

What does this mean for you?



-  *job description for each job*
-  *Create interview questions* Ask questions that demonstrate past performance, not hypothetical or general
-  *Use the same interview questions for each applicant*
-  *Take notes*
-  *Choose the best qualified candidate*

For bonus content, scan the QR code below to download list of interview questions.



Appendix

INTERVIEW GUIDE

Applicant Name _____ **Date:** _____

Interviewer Name _____

BACKGROUND REVIEW QUESTION CHOOSE FROM THE LIST, ADD PERTINENT QUESTIONS

Tell me about yourself?

Please tell me about your experience?

What experience do you have in (tie it to the job being interviewed for)

Why this position?

Why Agriculture?

Circle Your Rating Below:

Less than Effective		Effective		Highly Effective	
1	2	3	4	5	
The candidate was not prepared to talk about past experience. Rambled with answers, were not concise and easy to follow . Candidate may have talked too much.		The candidate was prepared to talk about experience. Offered some back ground, but did not go into enough detail		The candidate did an outstanding job of talking about past experience and related that experience to why they wanted to apply for this position with this company.	

IDENTIFY 4-6 INTERVIEW QUESTIONS TO ASSESS SPECIFIC SKILLS OR EXPERIENCE SOUGHT

Q1

Q2

Q3

Q4

Q5

Q6

Evaluate each answer based on the rating scale

Circle Your Rating Below:

<u>Circle Your Rating Below:</u>				
Less than Effective		Effective		Highly Effective
1	2	3	4	5
The candidate does not demonstrate the ability to take initiative without prompting or specific guidance from others.		The candidate demonstrates an ability to take the initiative while still seeking some guidance		The candidate demonstrates strong evidence of the ability to initiate action without being told what and how to do something

Job Title: Department		
Exempt: _____	Supervisor:	
Non-Exempt: _____	Hours: _____	FT ___ PT ___
	Schedule: _____	Seasonal _____

Company Statements

In the performance of their respective tasks and duties all employees are expected to conform to the following:

Position purpose

Responsibilities/Duties/Functions/Tasks

Qualifications

Special Position Requirements

Preferences

Work Requirements