Among the more than 1,000 global employers we surveyed:

- Only 23% always provide accurate, up-to-date job descriptions.
- Only 20% always align job descriptions with a 30-, 60-, 90-day plan.
- Only 26% always clarify must-have and nice-to-have skills.

Never Miss a Great Candidate

These practices keep organizations from shutting out job seekers who never apply because they feel unqualified. Learn about this and other best practices that shape an engaged workforce. Download our latest research.

### Job Definitions:

Set the Stage for a Great Employee Relationship

### Problem: The Devil is in the Details

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### Solution: Accurate, Flexible, and Transparent Descriptions

High-performance talent organizations have mastered three principles to improve the effectiveness of their job definitions.

1. **Be Accurate**
   - 72% always provide accurate, up-to-date information about the job, versus 20% of others.
   - Tips: Establish consistent review schedules with all stakeholders and establish success parameters through 30-, 60-, 90-day plans.

2. **Be Flexible**
   - 72% always align job definitions with an onboarding 30-, 60-, 90-day plan, versus 16% of others.
   - Tips: Consider transferable skills, eliminate unnecessary requirements, and align stakeholders to understand real day-one expectations.

3. **Be Transparent**
   - 65% always make salary ranges transparent in job definitions, versus 15% of others.
   - Tips: Make pay transparency a priority, when possible, and ensure salaries are competitive.

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