

AG HELP WANTED

Clarifying the Job Content

Fitting people with jobs involves working with information about jobs and about people.

No matter how the information about a job is obtained, having or putting it into the form of a written job description lays a foundation for recruitment, selection, and management later on. A job description is simply a verbal sketch of a given job—its purpose, content, and attributes or characteristics of the people likely to perform it well. Some firms also use the job description to formally state such terms of employment as pay, benefits, and performance standards.

Learn more from *AgHelpWanted - Staffing the Farm Business* at: AgHelpWanted.org



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