

SmartJobs on CD-ROM

JOB CATEGORIES

Administration
Banking/Insurance
Distribution
Engineering
Finance
Health Care
Human Resources
MIS
Miscellaneous
Production/Maintenance
PR/Communications
Public Service/Safety
Sales/Marketing

JOB GRADE TABLE

All Employers, Nationwide
Executive, Administrative, and Professional Grades
Manufacturing and Service Grades
Office, Clerical, and Technical Grades

HOW TO WRITE JOB DESCRIPTIONS

Introduction to Job Descriptions
How Job Descriptions are Used
Basic Elements and Format
Gathering Information: Job Analysis,
Job Specifications
Job Descriptions and the ADA
Organizing the Information
Position Descriptions: An Alternative
for Managerial Personnel
Communications, Access, and Maintenance