# Writing a Useful Position Description for Staff

## Overview
Position descriptions are foundational to building and managing a talented and engaged workforce. Improve your understanding and skills in developing position descriptions that contribute to your success in effectively recruiting the right talent, compensating correctly, establishing performance standards and informing employee development.

## Objectives
At the end of this session, you will be able to:
- Identify the elements of a position description
- Describe uses for a position description
- Create or revise position descriptions
- Write descriptive job functions and duties
- Review the UB Position Description form
- Identify resources - Don’t recreate the wheel

## Core Competencies
<table>
<thead>
<tr>
<th>Workforce Management</th>
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<td>Leadership/Achievement Orientation</td>
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## Approach
Lecture and discussion

## Target Audience
All non-supervisory staff who are interested in learning more about how position descriptions are created and used.

## Time Length
1 hour

## Additional Instructions: