

# TalentPeak™ JD Builder



## Managing Job Descriptions



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# Job Description Accuracy

*Inaccurate job descriptions can have widespread effects.*

They can easily put your company at risk by:

- Hiring the wrong applicant
- Impeding disciplinary and dismissal actions
- Producing inaccurate performance reviews
- Fueling employee/manager conflicts
- Reducing productivity and team morale
- Putting a drain on training and onboarding resources



Legal & Productivity Considerations



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# Job Descriptions & Change

*Change is rampant fueled by competitive pressures, new technologies and reorganizations.*

**With change comes new:**

- Responsibilities
- Working conditions
- Tools and equipment used on the job
- Knowledge and skills



Change Happens



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# Job Description Management

***Most organization's job descriptions are in electronic format (word, excel, PDF) and are filed on one or more computers.***

Without a document management system to secure, control and manage job descriptions you can never be 100% confident that employees and managers have the correct job information.



## Managing Job Descriptions



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# TalentPeak's Job Description Builder™



*TalentPeak's Job Description Builder™ makes it easy to secure, add, build, edit, and share customized job descriptions.*

## Features

- Customize titles, header fields, performance measures
- Intuitive editing dashboard
- Upload electronic JD's into TalentPeak™
- Print and download JD's from TalentPeak™
- Copy the contents of one JD to another Job Title for editing
- Add competencies to the JD from the system's competency library
- Add goals, objectives and performance measures to a JD
- Transfer JD goals, objectives and performance measures to **the employee's appraisal**

## Manage Job Descriptions



## Accurate Job Descriptions



***TalentPeak's Job Description Builder™ will restore accuracy and confidence to your job descriptions.***

### **Benefits**

- Save time and resources managing JDs
- Eliminate outdated and inaccurate job descriptions
- Reduce legal exposure
- Make better hiring decisions
- Conduct better employee evaluations
- Reduce employee/manager conflicts
- Reduce training and onboarding costs
- Seamless integration with employee's appraisal

## Manage Job Descriptions





## Contact Us

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