



MAKE THE CONNECTION

WRITING EFFECTIVE POSITION DESCRIPTIONS

Translating military experience to the civilian workforce is often a difficult undertaking.

While the skills acquired in the military are highly transferable, matching this extraordinary experience to traditional position descriptions can be a daunting task for a wounded service member. Job descriptions not written in an easy-to-understand format further complicate the process for applicants.

Helping wounded service members connect with your organization can be as simple as creating more-effective position descriptions — ones that help applicants actually picture themselves in the position. These strategies are helpful for wounded service members, and for reaching a diverse applicant pool.

When drafting and reviewing position descriptions, consider the following:

- Does the description clearly describe the position's purpose and **overall contribution** to the company?
- What are the **essential and nonessential functions** of the position? When including nonessential, marginal, or less-frequent duties, consider:
 - Physical skills (e.g., standing, walking, lifting, bending)
 - Learned skills (e.g., equipment proficiency, industry experience)
 - Job duties (e.g., travel, hours, shifts)
 - Behavioral skills (e.g., communication, leadership, time management)
- Identify or describe the **physical environment** and working conditions.
- What level of education and/or experience is needed to successfully accomplish the essential functions of the job? **How might military experience equate?**
- Duties are just half of the equation. What do other employees, departments, and customers count on this person to do? **Include expectations** relating to deadlines, customer service, and company success. Linking responsibilities to company goals helps the prospective employee see how the position fits into the big picture.

Effective position descriptions help potential employees know what is expected of them — even before they apply. It is always a good idea to revisit job descriptions annually to ensure they are accurate and true to the mission of your company. The more specific the job description, the more likely you are to attract candidates who clearly understand how their skills and experience can translate to your company's mission and its bottom line.

ESSENTIAL VS. NONESSENTIAL FUNCTIONS

An essential job function must meet at least one of the following criteria:

- This function justifies a specific position. Removing this function would fundamentally change the position.
- There would be significant consequences if this function were not performed.
- A limited number of employees are able to perform this function.

A nonessential, or marginal, job function may be important and needs to be done by someone; it is not critical, and its removal does not fundamentally alter the position. Additionally, a relatively high number of employees are able to perform the marginal function.

- ★ **CONTACT US TODAY**
- ★ **wtow@woundedwarriorproject.org**
- ★ **TO BEGIN THE DISCUSSION.**

The Wounded Warrior Project® (WWP) Warriors to Work® program is here to help you as you consider hiring wounded veterans who look forward to contributing to your company.

WWP can support your company in becoming a preferred employer, providing reasonable accommodations and facilitating a productive and long-lasting relationship once the wounded veteran begins work — and continuing through the life cycle of employment.



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