

Instructions

This Position Description Questionnaire is designed to gather information about staff positions at Pepperdine University. It may be completed by the employee or the immediate supervisor of the position. The supervisor's signature is required in order to be used for official purposes. Approved questionnaires are used as sources for recruiting descriptions, and to ensure employees have a clear understanding of the expectations and requirement of the position.

Guidelines for writing an effective description:

- Use clear and concise language.
- **List only the essential duties of the position.**
- Use nontechnical language whenever possible.
- Avoid unnecessary words.
- Keep sentence structure as simple as possible. Begin each sentence with an action verb and always use the present tense.
- Describe the desired outcome of the work.
- Avoid using gender-based language or any other type of language that would exclude a protected class.

Once the position description questionnaire is complete, please submit it to Human Resources. We recommend you retain a signed copy for your records and future revisions. If you have any questions, please call Human Resources at extension 4397.