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Why Have Job Descriptions?

Missouri Department of Economic Development sent this bulletin at 02/26/2016 04:16 PM CST

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Get the Most Out of Job Descriptions

Job descriptions identify the skills and abilities needed to perform a job, communicate expectations, establish performance standards, and support the mission and vision of your business. Job candidates use good job descriptions to self assess based on the position requirements. Qualified candidates will get a better understanding of the actual day-to-day job specifics and steer others away from applying if they are not a good fit.

Job descriptions aren't legally required but can help your company adhere to employment laws by providing a framework for discussion about the specifics of a job. For example, if a candidate needs accommodations, a job description allows them to identify which of the listed duties he or she needs to adapt.

To learn more, [click here](#).

If writing job descriptions is new for you, we can help. Missouri Job Center staff are available to assist with:

- Writing job descriptions
- Posting job orders
- Screening job candidates
- Assessing candidate qualifications
- Pre-screening candidates

For more information, visit jobs.mo.gov or contact your local [Job Center](#).



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