



A more human resource.™

# Job Descriptions: An Employer's Multi-purpose Tool

It can be challenging to find time to create or update job descriptions, especially given all the tasks already on a business owner's to-do list. Are they really that important? Yes!

## Classify correctly.

Classifying employees, based on job duties, and clearly detailing those duties are important steps toward employment law compliance. Failure to provide adequate job descriptions during an investigation that properly address the exemption criteria, could result in fines or penalties.

## Hire better, manage better.

A comprehensive job description helps employers attract better job candidates, because required duties and experience are well defined. And, it keeps the employer focused on what factors are most important to that role, when making a hiring decision. Maintained properly, job descriptions can also identify training needs and help to determine compensation.

In FY15, The DOL reclaimed more than **\$137 million in back wages** from employers in violation of FLSA's overtime provision.<sup>1</sup>



As much as **80% of turnover** is due to bad hiring decisions.<sup>2</sup>



## ADP® Can Help

Easily create, maintain and update job descriptions with these resources at your fingertips:

- ▶ **Job Description Wizard** – Walks you through a step-by-step process of creating job descriptions and includes easy-to-use editing and management tools. The Wizard helps you identify components needed for a thorough job description, such as essential functions, FLSA classification, and skills and qualifications required. Choose from a library of more than 300 job titles and descriptions, as a starting point.
- ▶ **Job Description Toolkit** – Provides best-practice steps, guides, forms, and policies to help you complete and manage your company's job descriptions.
- ▶ **HR HelpDesk** – If you have a question about your job descriptions, contact an HR professional by phone or email the HR HelpDesk to receive best-practice information.

**ADP® is with you and your business, day-to-day, every step of the way. Let's talk.**

1. <https://www.dol.gov/whd/statistics/statstables.htm#flsa>  
2. Saul Ewing LLP, The Cost of Employee Misclassification