

The Buyer's Guide to **Job Description Software**

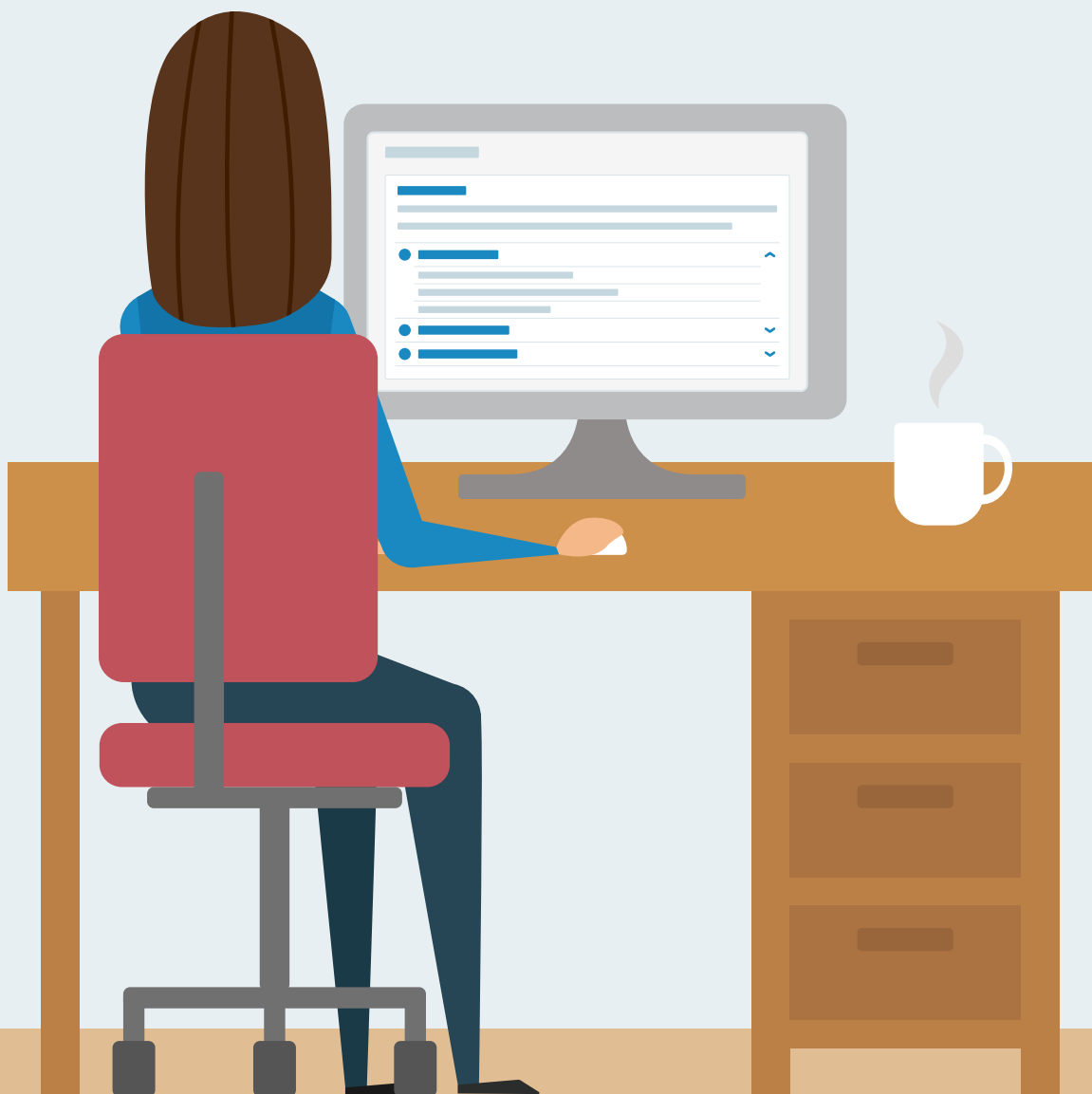


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Section 1

Introduction: The Changing World of Work

The world of HR has seen a seismic transformation in recent years.

If you're in the field, think about all the ways that technology has become engrained in your day-to-day working life, even as compared to five or 10 years ago. You post jobs online; track and analyze candidates with AI; maybe you even have tools in place to measure the pulse of your organization or provide real-time feedback to employees. And it's all in a bid to be more productive, strategic and stay ahead of the huge demands on your shoulders.

But for all the technology that has emerged to make your life easier and allow you to spend your time more strategically, the world of job descriptions is still manually driven in many organizations.

Have you ever stopped and thought "why?"

If you don't have a software solution in place, you're probably still facing the same challenges with job descriptions as you have been for years. We'll get into those issues – whether you've thought about them a lot or not – in the next section.

But for now, take solace in the fact that there's a solution out there to help, regardless of the size of your organization or the investment you have available. Let's get started with the Buyer's Guide to Job Description software.



Section 2

5 Signs that You Need a Better Job Description Solution

There are two main reasons why job descriptions, and the creation and management processes around them, have remained stagnant in many organizations.

First, there's an awareness factor at play. Even though you know that putting job descriptions together can be as fun as pulling teeth, maybe you hadn't considered that many HR professionals are now using better processes, fueled by a new wave of software options. Maybe you just didn't know that other options existed.

On the other side of the coin, there's often a lack of strategic thinking when it comes to job descriptions. Job descriptions have so much potential to feed into better talent management processes and fluid employee lifecycles.

We'll touch on both these areas throughout our report. Here are our top 5 signs that you need a better job description solution:

1. You're not making a distinction between 'job description' and 'job posting.'
2. It takes too long to build and update your job descriptions.
3. Your job descriptions are only updated when there's a vacancy.
4. Your job descriptions are not standardized.
5. Your compliance process is disjointed.



Sign #1: You're not making a distinction between 'job description' and 'job posting.'

Digitized job postings are, of course, a necessity to attract the right talent in the modern world of work. So you go through the painstaking work of building them when there's a vacancy, push them out on the internet, collect a few good candidates, and then lock the description away where they collect dust until the next vacancy.

But there's an important distinction between 'job posting' and 'job description' that many people are still missing. In contrast to a simple 'job posting', job descriptions are perhaps the most underutilized, overlooked tool in your HR arsenal.

Stat Check

95% of hiring in the United States is to fill existing positions. We all know how costly and time-consuming hiring new talent is. Why not use job descriptions to actually help tackle your retention woes?

As opposed to a one-off, disposable document that's only used during the hiring process, a proper job description actually has the potential to be used as a central, dynamic record that feeds into every piece of your employees' lifecycle.

Beyond the hiring process, you can use job descriptions as a dynamic record to assess employees; to develop learning plans; and as the foundation of visual career paths for your employees, that allow them to see how they measure up against the requirements for other potential jobs in your organization.

HRSG's Solution

HRSG's CompetencyCore software equips you with the tools to transform your job descriptions into dynamic talent management records by enriching them with the skills and behaviors needed for every position in your organization. These are called *competencies*.

In the past, mapping competencies to job descriptions was a laborious, painful process. But our Smart Job Description Technology includes AI tools to help you add competencies to job descriptions in a fraction of the time previously required. So you get all the benefits without the pain. This is step one on the road to unlocking the potential of job descriptions, and truly unifying your organization's talent management lifecycle.

Sign #2: It takes too long to build and update your job descriptions.

Job requirements are changing faster than ever – you know that, because you live it every day. It takes time to put together accurate descriptions (let alone update them regularly). And a lot of that comes down to process.

In our recent State of Job Descriptions survey, almost 60% of respondents said that they rely on internal experts to help them build their job descriptions. If you have that expertise in-house, then great; it should be utilized. But in this fast-paced world, everyone's busy; collecting input and managing versions can be like herding cats.

Stat Check

89% of respondents to a recent HRSG survey said they spend **1 hour or more** crafting every job description that they work on.

In that same survey, we found that the overwhelming majority of people pull job description content from a wide variety of sources, including internet searches, and straight up copying things off of other companies' job posts.

This is no way to work.

HRSG's Solution

As experts in the field of job analysis, we've felt your pain – so we've built tools to help automate and improve the job description creation process. CompetencyCore is loaded to the brim with great content that accelerates the job description process significantly.

Have a draft together? Pull it into the system and get to work. Starting from scratch? Use one of our 500+ job descriptions to give you a solid foundation, then edit to match your specific needs. Our embedded AI helps reduce the time it takes to choose the right content.

Once you've got your draft in place, CompetencyCore makes it easy to collect input on your job description. Send the draft off to your key stakeholders and subject matter experts, and they leave their comments and revisions right within the tool. Accept them or reject them, and you're on your way.

Sign #3: Your job descriptions are only updated when there's a vacancy.

Believe it or not, some organizations still use paper copies and filing cabinets as the official repository of their job descriptions. Many others keep them in Word docs on shared servers. In either case, it's easy to understand why job descriptions tend to be ignored beyond the hiring process – they're just a pain to find, and there's no way to feed that valuable job data into the rest of the employee lifecycle.

What ends up happening is that most job descriptions are only reviewed and updated when there's a vacancy that needs filling. This raises several potential issues down the road.

Your job descriptions should serve as an official record of the responsibilities and skills requirements to perform the job successfully. So what happens when a particular position evolves over time – as the vast majority of all roles in the modern workplace tend to? The answer is that the job description is no longer a valid record of those requirements.

Stat Check

43% of respondents to a recent HRSG survey said that job descriptions in their company are **never updated**.

If you want to put serious talent management programs into place that engage your talent, keep them motivated, and show them areas for growth and development into other positions, it all starts with regularly reviewing and updating your company's job descriptions.

HRSG's Solution

CompetencyCore empowers you with the tools to ensure that your job descriptions are up-to-date and reflect the reality of how roles evolve over time.

Use our job description templates, generated by AI that's crawled millions of data points, to start with job descriptions that reflect that modern world of work. Or use it to compare your existing job description. Access historical iterations of your job descriptions to track the evolution of the role over time. And easily collect input from subject matter experts to ensure that your new versions accurately reflect the demands and requirements of the modern role.

Sign #4: Your job descriptions are not standardized.

When companies grow beyond a few departments, job descriptions tend to be written in isolation from one team or department to the next. Without standards in place, chaos can reign. Good luck pushing back on that manager with a laundry list of extraneous requirements for a new role if there's no actual standard format in your organization.

You also need to make sure that you're hiring the same way across the board, and that starts with consistent job descriptions. A uniform job description format fosters the ability to improve your hiring process: you're more likely to have consistent standards across the organization, and it opens the door to a structured interview process that increases fairness and quality of hire.

Stat Check

94% of respondents to a recent HRSG survey said that they **merge job description content from multiple sources**. It's easy to see how inconsistencies can creep in to the process!

Another key thing to keep in mind is how much standardization matters if you're trying to build improved talent management processes for your employees. You simply can't transpose, compare or contrast from one position to the next if the foundational job descriptions are different. Any activities based on your job descriptions are likely to be inconsistent from one department to the next. And forget about implementing any sort of career pathing program to foster employee growth into different roles in your organization.

HRSG's Solution

CompetencyCore puts the tools in your hand to foster collaboration throughout the organization, while standardizing your company's job descriptions.

With a standard format and consistent language used throughout all job descriptions, it opens up a new world of talent management possibilities to truly help all departments, managers and employees understand their role and pull in the same direction.

Sign #5: Your compliance process is disjointed, paper-based, or non-existent.

Over a quarter of respondents in our research report, “The State of Job Descriptions in 2019”, said that compliance was a driving factor in why they create job descriptions in the first place.

Compliant job descriptions require a consistent format, yes, and highly accurate content; but it's about more than just that. It's also about the paper-trail behind it: who was involved in determining the requirements, how were they kept up-to-date, did employees acknowledge the accuracy of their job description.

Stat Check

Almost **1/3rd** of respondents to a recent HRSG survey said **compliance plays a major role** in why they develop job descriptions.

Unfortunately, there are a lot of moving parts to this compliance process, and it all boils down to process. Without the right systems in place, establishing a repeatable process for your organization is next to impossible.

HRSG's Solution

If employees truly understand what's required, what they're evaluated against and what's expected from them, you've got the basis of a good compliance program in place.

CompetencyCore's collection of tools and features enable you to build that compliance process.

Version control: check. Trackable incumbent input into requirements: check. Employee acknowledgement of job requirements: check. For any job, CompetencyCore serves as the unified system you've been looking for to help manage your compliance process.

Section 3

Examining the Market

There are a wide variety of job description software tools on the market, catering to different size organizations and uses. Ultimately, the solution that you choose to consider will be driven by how exactly you want to use your job descriptions.

The landscape can be confusing to navigate, so let's break it down into 3 main segments.

Job Description Automation Tools

On the low end of the scale, there are tools that allow you to essentially do the bare minimum of digitizing your job descriptions. The costs of these solutions may run in the low hundreds of dollars. Most of these tools offer templates pulled from publicly-accessible jobs databases like O*Net.

If you're just looking for a bank of templates to use to create a few job descriptions a year, you're better off sticking with publicly-accessible templates available on the internet. But if you have a need for more regular job description creation, updating, and, most importantly, turning your job descriptions into more than just a single-use, stale document, then you'll want to start looking at purpose-built software.

HRIS, Talent Management Solutions and Applicant Tracking Systems

At the other end of the spectrum, if you're a large enterprise organization, you may require more of a comprehensive platform. This can take several forms and permutations, and some job description functionality can be found in certain human resource information systems (HRIS), talent management solution (TMS), and even applicant tracking system (ATS).

These types of solutions generally cover so much ground that they don't go particularly deep on any one piece of functionality. They simply can't afford to get into the granular details – they go “wide” but not “deep.” So if improving your process, and getting more value out of your descriptions is a priority for you, these types of systems may not be the best place to do it.

While there are some great tools in this space, cost is a barrier to entry. For mid-sized organizations, there may be additional functionality that you have no intention of using but is lumped into the package as a way to increase the perceived value of the product.

HRSG's Solution: CompetencyCore

If you're looking to build, manage and get more out of your job descriptions, a dedicated job description platform like CompetencyCore will make the most sense for your organization and give you the best bang for your buck.

If your company already has a bank of existing job descriptions, you can bring them into the software, map skills and behaviors (competencies) to the job descriptions, and build relevant interview guides in a matter of minutes. You can also build on our bank of 500+ job descriptions to get a head start on your new descriptions.

But that's really just the tip of the iceberg. The key differentiator between this option is that your job descriptions become dynamic, living records that have the power to feed into your employees' entire lifecycle at your company.

Here's a deeper look at how CompetencyCore works:

Job: Accountant

Summary

Competencies

Responsibilities

Knowledge Areas

Education

Competency	Level
Accounting and Reporting	Level 3
Reconciliation and Analysis	Level 2
Attention to Detail	Level 3
Fostering Communication	Level 3
Auditing	Level 2

Build great job descriptions.

Transform your existing job descriptions into Smart Job Descriptions, or start from scratch from our bank of hundreds of templates.

AI Suggested Competencies

- > Attention to Detail Level 3
- > Fostering Communication Level 2
Listening and communicating openly, honestly, and respectfully with different audiences, promoting dialogue and building consensus.
- > Product and Technical Knowledge Already added
- > Negotiating Level 2

Add Selected

Use AI to map competencies to your jobs.

Embed skills and behaviors into your job descriptions to turn them into dynamic talent management tools.

Validation Survey

Responsibilities

Specific

Agree

Disagree

Feedback

Provide Feedback



Steve said: This is no longer within the scope of the position.



Jessica said: Noted, will remove it from the description.

Collect feedback and input easily.

It's never been simpler to manage your job description revision process, all in one place.

Interview Questions

Question

Probes

Associated Competency

Tell us about a time when you took steps to improve the service being provided to a client.

- What service was being provided?
- How did you go about improving it?
- How did the client respond?

Client Focus

Build interview guides in minutes.

Use CompetencyCore's suggested questions to build consistent, structured interviews that get the right talent on board.

Explore Career Paths



Janet Smith
Account Manager

Build Career Path



100%

70%

60%

55%

Business Development Manager

65%

55%

Business Development Manager

Competencies: 64%
Responsibilities: 49%
Knowledge Areas: 52%

18%

Empower your talent to build career paths.

Give your employees the visual career path navigation tool they need to see their own future in your company.

Software Comparison:

What type of job description product is right for your needs? We've compiled the main tools and features that we get asked about by HR and talent management professionals into this chart for you.

Interested in learning more about a particular feature? [Book your demo of CompetencyCore](#) today!

	Job Description Automation Tools	HRSB's Solution	HRIS, TMS & ATS systems
Job description management capability	Turn Word documents into flat digital files	Transform your job descriptions into living, dynamic talent management records	One piece of a larger talent management application
Included job description templates	✓	✓	✓
Included competency models	✗	✓	✗
Generate interview questions	✓	✓	✗
AI-generated + expert reviewed job descriptions	✗	✓	✗
Easily map competencies to all your job descriptions	✗	✓	✗
Streamlined feedback collection tools	✓	✓	✓
Insights into job similarities	✗	✓	✗
Use job description data beyond the hiring process	✗	✓	✓
Implementation and Advisory services	✗	✓	✓
Price	\$	\$\$	\$\$\$\$\$

Section 4

How to Build Smarter Job Descriptions

Fed up with your current job description process? Ready to start building better job descriptions that have a lasting impact on your HR programs?

CompetencyCore's Smart Job Description Technology gives you the tools to elevate your process and empower your people across the talent management lifecycle.

**Schedule a 1:1 chat with one of HRSG's
HR software experts to get started.**

Get a Demo of CompetencyCore

