



Central Oregon Employer Council invites you to attend:

Writing Job Descriptions That Mean Something

Sponsored by  **SCHWABE, WILLIAMSON & WYATT®**
ATTORNEYS AT LAW

Join us at St. Charles Medical Center, 2500 NE Neff Road, Bend, OR
Tuesday, September 7, 2010

7:30 a.m.	Check in
7:45 a.m.	Plated breakfast and announcements
8:00 a.m. – 12:15	Presentation

This workshop will address the use and format for data collection on Job Descriptions. A Job Description is valid only to the extent that it accurately reflects job content. The process often fails because of a lack of appropriate data collection. The Job Description should also assist in the development of performance standards so that both the employer and employee know whether the performance is at expected levels. Participants will explore:

- What information needs to be included in the description
- What job analysis processes are most effective
- How to format descriptions that meet the requirements of government agencies, including ADA compliance
- How to involve the employee and supervisor so the Job Description is truly accurate in setting standards, and
- How to write effective performance standards using the Job Description

A substantial handout packet including sample forms, descriptions, and questionnaires will also be provided.

Presenter, Kellye Wise, a Senior Consultant with HR Answers, Inc. works with employers in a wide scope of employee relations' matters. He provides training for individual companies and speaks extensively to employer audiences statewide.



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Pre-registration required

Registration:

\$50 per person
Registration deadline: 8/31/10
Absent registrants will be billed.

Name _____
 Company _____
 Address _____
 Email _____
 Phone _____

Make registration payable to:

Central Oregon Employer Council
c/o WorkSource Oregon Employment Dept
1645 NE Forbes Road, Ste 100
Bend, OR 97701

For information contact:

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