

Central Oregon Employer Council

Seminar for Business



www.WorkingInOregon.org/OEC

Central Oregon Employer Council invites you to attend:

Writing Job Descriptions That Mean Something

Sponsored by



Tuesday, September 7, 2010

St. Charles Medical Center
2500 NE Neff Road, Bend

7:30 a.m.	Check in
7:45 a.m.	Plated breakfast and announcements
8:00 a.m. – noon	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 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 be provided to attendees.

Cost: \$50 per person, 48 hour cancellation required for refund. Absent registrations will be billed.
Registration deadline: 8/31/10

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