Job Description
MANAGER

Cookie-cutter descriptions won't cut it

- Only **47%** of workers trust that job descriptions accurately depict job responsibilities. (Jobvite)

- **60%** of Millennials say they are open to new job opportunities. (Gallup)

- **72%** of hiring managers say they provide clear job descriptions, while only 36% of candidates say the same. (HR Dive)

More than just job description templates

Most know job descriptions play an important role in regulatory compliance for both the American with Disabilities Act (ADA) and the Fair Labor Standard Act (FLSA), but did you know job descriptions are the foundation for ALL your talent practices?

From talent attraction and acquisition to employee development and performance management, accurate and compelling job descriptions are critical to your organization's success.

WHAT IS JOB DESCRIPTION MANAGER?

Real-world job descriptions that are just a download away.

Expanded library

Access nearly 2,000 job descriptions from the Department of Labor's (DOL) O*NET™ online database and job descriptions written by BLR's in-house legal experts.

Easy to use

An intuitive, innovative way to create, edit, approve, distribute, and store job descriptions for your entire organization in one place.

Accessible

Access your job description library anytime from anywhere. Manage your job descriptions online without any software downloads.

More ways to create

Upload your own, use ours, select from O*NET's expanded library, or start from scratch—your job descriptions can be customized the way you want them.

Share & download

Easily share job descriptions with key stakeholders across your organization. Export one or multiple job descriptions, then print or e-mail them—the choice is yours!

Review & approve

Create unlimited reviewer groups specific to your organization's needs that you can use to quickly and easily get final approval.

LEARN MORE AT (YOUR URL HERE)

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