

Job Description Manager

Equipping your clients with the power to do more

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

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)



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.



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.



Thorough tracking - Log into any of your client's accounts, make edits, and have the system track all edits showing who made those them, whether it was you or your client.



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.



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.

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