

## Worksheet: Farm Job Description Checklist

When your farm has a work need and you feel ready to hire, write a job description to explain the open position and attract applicants. Farms may develop job descriptions from scratch or use a template as a guide. The following two job description generators will help you get started.

- Job Description Writer (CareerOneStop)  
<https://www.careeronestop.org/BusinessCenter/Toolkit/GettingStarted.aspx>
- Job Description Generator (The Farm Labor Dashboard)  
<https://www.uvm.edu/aglabor/dashboard/job-description-generator>

Even if you use a template to create a job description, double-check that the description sufficiently provides essential information about the job. By using this checklist, you can perfect the six parts of a job description.

### Part 1: Title

- Capture the main job purpose.
- Indicate level of seniority.
- Share information concisely.

### Part 2: Job Summary

- Present job duties.
- Report other responsibilities assigned to the position.
- Include expected qualifications.
- Name physical demands of the position.
- Inform about work schedule (e.g., full- or part-time job, weekend work, virtual work).
- Keep the summary to one paragraph.

### Part 3: Job Duties

- List typical tasks.
- Start the list with duties that take the most time.
- Assign a percentage of work time dedicated to each task.
- Mention “other duties as assigned” if job responsibilities will evolve.

#### **Part 4: Job Qualifications**

- Inventory the skills needed to do the job.
- Review the knowledge needed to do the job.
- Describe preferred educational background.
- Designate certifications needed to do the work.
- Explain desired previous work experience.
- Communicate other characteristics (e.g., patience, strong work ethic, collaborative) that would encourage overall job performance.

#### **Part 5: Work Relationships**

- Introduce who will manage the employee.
- Identify who – if anyone – the employee will manage.
- Articulate expectations for co-worker collaboration.
- Specify expectations for managing relationships with vendors and suppliers.

#### **Part 6: Work Schedule and Environment**

- Total the time needed to work each week.
- State typical work hours.
- Outline expectations for overtime work.
- Denote seasonality of work.
- Describe work locations (e.g., inside or outside, home farm or other properties).

#### **Optional**

- Provide pay range.
- Catalog benefits available to employees.
- Explain how employees become eligible for benefits.

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