

Job Description Writing

- 1. Existing position:** Download current job description PDF from the GNWT [Position and Salary Information](#) webpage.
New position: Identify a job description for a similar job from GNWT Position and Salary Information webpage, other non-copyrighted source, or create from scratch.
- 2. Existing Position:** Convert PDF to Word, and COPY/PASTE text into new template, and edit.
New Position: write directly into new template.
- 3. Editing/Writing job description content:** Use the Job Description Writing Guide and other helpful tools on MY HR: [Go to Online Managers Toolkit](#)

Job Description Writing Workshops are available through [Learning & Development Calendar](#) or by special Departmental request.

- 4. Organizational Impacts and Departmental Requirements:** Check for positions that may be affected by the new or changed position. If other positions require updates as a result, they should all be updated and submitted together. Unsure what needs to be submitted? Email us at job_evaluation@gov.nt.ca. Confirm Departmental requirements are satisfied (i.e, funding, coding, appropriate permissions).
- 5. Job Evaluation Package:** assemble and complete the Job Evaluation Package for your Deputy Head's signature. The Deputy Head (or approved Delegate according to the Departmental Delegation of Authority) must approve the responsibilities outlined in the job description within the context of the organization. Once the evaluation has been processed, the new job description will replace the previous version as the active job description on file.

Important Notes:

Exclusion from the UNW: If you think the position qualifies for Exclusion, see "Submitting a Job Evaluation Package" for more information, or contact your HR Client Service team.

Continuous/Non-Continuous: Positions are deemed Non-Continuous by default. If you think the position should be Continuous, see "Submitting a Job Evaluation Package" for more information, or contact your HR Client Service team.

Criminal Record Check (CRC): Please consult your HR Client Service Team for CRC determination.

French Required: If the position is 'French Required' an official French translation of the job description is required for the Job Evaluation Package.

Next steps: see "[Submitting a Job Evaluation Package](#)" Pager Questions? Email job_evaluation@gov.nt.ca