RUTGERS
University Human Resources

Helpful tips for converting a Competency-Based Job Description/Performance Appraisal to Competency-Based Job Description format:

I.   Use the Human Resources, Compensation Services Competency-Based Job Description Template (http://uhr.rutgers.edu//sites/default/files/form_applications/CompetencyBasedJobDescriptionTemplateLegacy.pdf)

II. **Use this Font: Formata BQ Regular or Arial**

III. The document should be in <u>mixed case</u> (DO NOT USE ALL CAPS)

IV. Essential Duties should be listed using numbers; 1, 2, 3 etc.

List Competencies under each Essential duty using **bullets** (see example below)

1. Service Excellence Standards for Management Staff
   - Processes are patient centered.
   - Actively contributes to creating a friendly, welcoming and safe environment for UH customers.
   - Drives collaboration with leadership, including physicians.

V.   Select the appropriate responsibility statement(s) for the position from the Corporate Compliance section in the template and delete all that are not used (see below)

UNIVERSITY CORPORATE COMPLIANCE RESPONSIBILITIES

(Make Appropriate Selections from the Following and List as Part of the Essential Duties and Responsibilities.)

Understands and adheres to legacy UMDNJ's compliance standards as they appear in legacy UMDNJ's Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy. *(To be included in all job descriptions.)*

Keeps abreast of all pertinent federal, state and legacy UMDNJ regulations, laws, and policies as they presently exist and as they change or are modified. *(To be included in all <u>professional, supervisory and managerial job descriptions.)</u>*

Ensures that the staff are trained and evaluated on their knowledge of and adherence to compliance policies and procedures specific to their jobs. *(To be included in all <u>supervisory and managerial</u> job descriptions.)*

VI. Always end the Job Description with: Performs other related duties as assigned or as required.

VII. Substitution Clause: Equivalent experience, education and/or training may be substituted for the education requirements.

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