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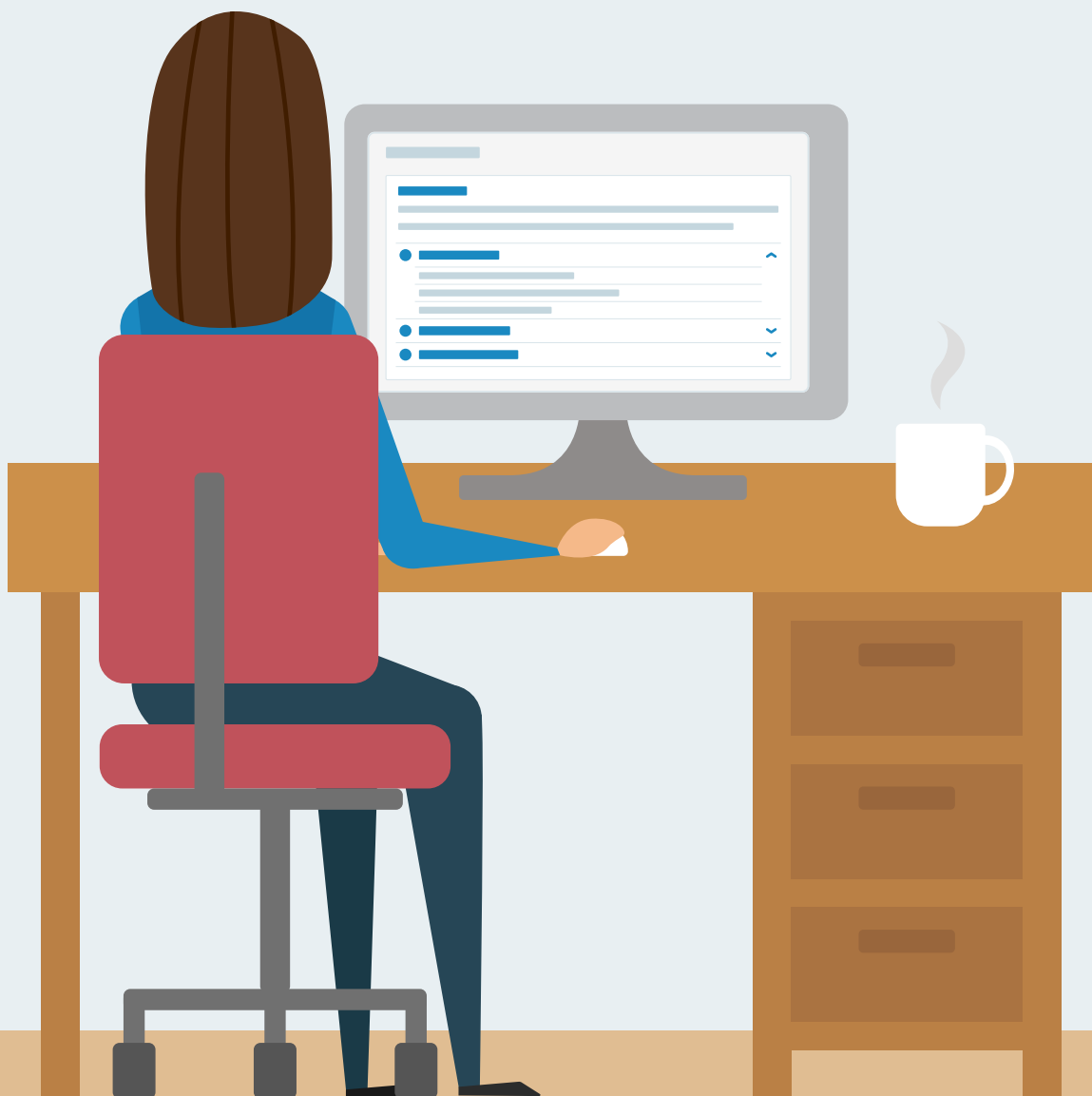
The Buyer's Guide to
Job Description Software

The Changing World of Work

Some things have stayed the same, but a lot has changed in 2021. The disruptive effects of the COVID-19 pandemic have truly impacted many organizations and industries across the work.

The same goes for the world of HR.

A 2020 survey from Gartner revealed some alarming insights:

- **80%** of the workforce, **92%** of managers and **77%** of senior leaders already felt poorly prepared for the future.
- A significant **40%** of employees said they frequently completed responsibilities outside of their role.

Source: **Build the Workforce You Need Post-COVID-19**

If you're reading this while working from home, you know all too well how much change has occurred in your life (both personal and professional).

Many organizations around the world were forced to shift to remote work during the pandemic.

According to **Smallbizgenius**, **18%** of people work remotely full-time and **more than 4.3 million people** in the USA work remotely.

This has led many to ask critical questions about their own organizations:

- Was our job description process prepared for this disruption?
- How will our job descriptions adapt to this "new remote world"?
- How can our job description process help us harness our in-house talent?
- What is "missing" from our current job description process?

These questions should lead to a critical assessment of your current job description process and the tools you use for your HR strategies.

If you're in the HR field, think about all the ways that technology has become engrained in your daily working life, when compared to 5 or 10 years ago. If your current HR software is not robust enough, you could be missing out on actioning the untapped talent at your organization or better employee development opportunities.

There are 2 key factors that make job descriptions effective:

- **Quality:** Job descriptions can become more valuable to HR if they have the right competencies (knowledge + skills + abilities) attached to them. They should also have the right responsibilities, education and certifications (relevant to the role in question).
  - Other factors that affect the quality of a job description are updated content, validated content, standardized content across the organization and many more.
- **Speed:** More than **60%** of respondents to a **recent HRSG survey** said they **spend 2 hours or more** crafting every job description that they work on. This is precious time that can be better directed towards other HR tasks.

When combined with the right competencies, job descriptions can **become a foundational piece which can lead to employee career pathing** (if used within the right tool or software solution).

Sadly, for all the technology that has emerged to make your life easier and allow you to spend your time more strategically, the world of job descriptions is *still* manually driven in many organizations.

Have you ever stopped and wondered "why?"

If you don't have a software solution in place, you're probably still facing the same old HR challenges with job descriptions and missing out on great opportunities to enhance your organization. We'll get into those issues — whether you've thought about them a lot or not — in the next section.

But for now, take solace in the fact that there's a solution out there to help, regardless of the size of your organization or the investment you have available.

Selecting the right software for your organization's job descriptions is a **big deal**.

We want to spare you the headaches and long research hours by simplifying your life with this Buyer's Guide to Job Description Software.
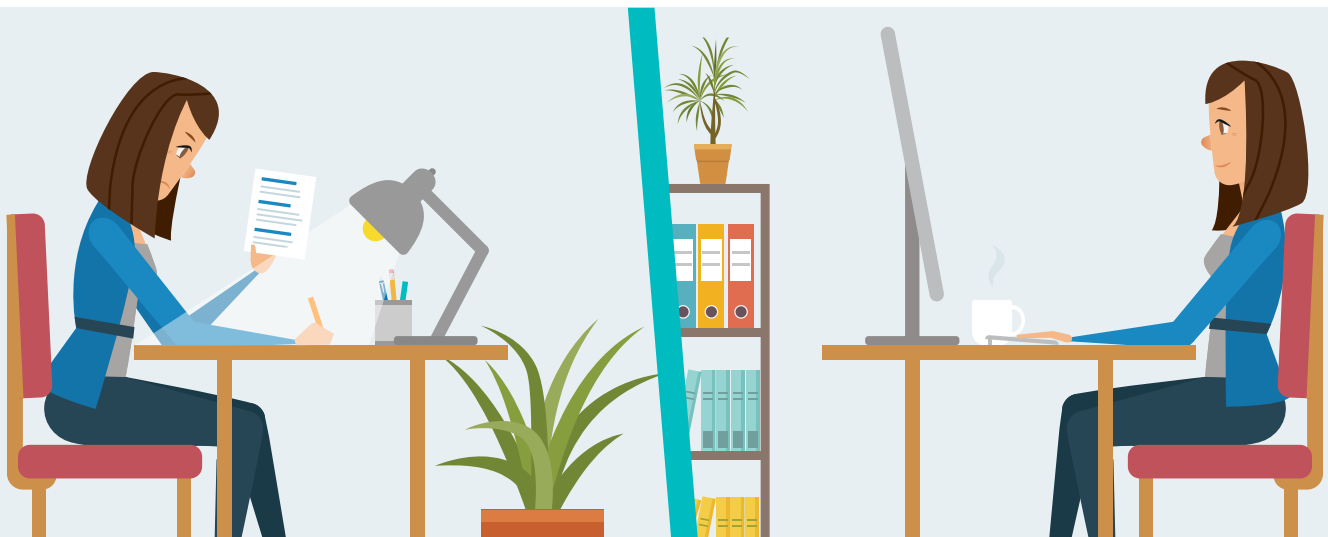
In a hurry? Jump straight to your section of interest by clicking its link below.
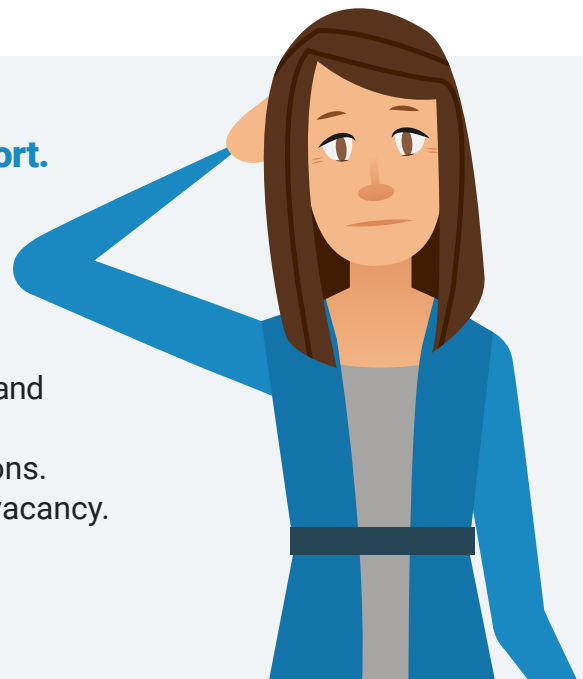
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There are two main reasons why job descriptions, and the creation and management processes around them, have remained stagnant in many organizations.

First, there's an awareness factor at play. Even though you know that putting job descriptions together can be as fun as pulling teeth, maybe you hadn't considered that many HR professionals are now using better processes, fueled by a new wave of software options. Maybe you just didn't know that other options existed.

On the other side of the coin, there's often a lack of strategic thinking when it comes to job descriptions. Job descriptions have so much potential to feed into better talent management processes and fluid employee lifecycles.

We'll touch on both these areas throughout our report. Here are our top 6 signs that you need a better job description solution:

1. Your job descriptions are only "surface level".
2. You're not making a distinction between 'job description' and 'job posting.'
3. It takes too long to build and update your job descriptions.
4. Your job descriptions are only updated when there's a vacancy.
5. Your job descriptions are not standardized.
6. Your compliance process is disjointed.

A "surface level" job description is a job description that is **only** designed for hiring. Its content would likely be sourced from various sites via Google and lack standardization, validation and accuracy.

This type of job description is not updated on a regular basis and its data is scattered between Word files, shared drives, HRIS and ATS (little to no congruency).

> Such job descriptions **fail to capture the key behaviors** needed for success in your organization.

There is more to your job descriptions than you think. Hiring is just the tip of the iceberg (so to speak). They can do so much more for your organization when applied within the right solution.

As opposed to a one-off, disposable document that's only used during the hiring process, a proper job description has the potential to be **used as a central, dynamic record** that feeds into every piece of your employees' lifecycle.

Beyond the hiring process, you can use job descriptions as a dynamic record **to assess employees; to develop learning plans;** and as **the foundation of visual career paths for your employees,** that allow them to see how they measure up against the requirements for other potential jobs in your organization.

HRSG's Solution

HRSG's CompetencyCore software equips you with the tools to transform your job descriptions into dynamic talent management records by enriching them with the skills and behaviors needed for every position in your organization. These are called *competencies*.

In the past, mapping competencies to job descriptions was a laborious, painful process. But now you can get a helping hand: CompetencyCore's **exclusive Competency Suggestion Engine** utilizes AI technology to help you add competencies to job descriptions in minutes. So you get all the benefits without the pain.

This is Step 1 on the road to unlocking the potential of job descriptions, and truly unifying your organization's talent management lifecycle.

Digitized job postings are, of course, a necessity to attract the right talent in the modern world of work. So you go through the painstaking work of building them when there's a vacancy, push them out on the internet, collect a few good candidates, and then lock the descriptions away where they collect dust until the next vacancy.

Stat Check

95% of hiring in the United States is to fill existing positions. We all know how costly and time-consuming hiring new talent is. Why not use job descriptions to actually help tackle your retention woes?

But there's an important distinction between 'job posting' and 'job description' that many people are still missing.

The difference between a job post and a job description is that a job post is **based** on a job description and is primarily used to promote a job opening to external/internal candidates.

In contrast to a simple 'job posting', job descriptions are perhaps the most underutilized, overlooked tool in your HR arsenal.

HRSG's Solution

HRSG's CompetencyCore software allows you to convert your job descriptions into job posting content you can use to promote your available positions.

HRSG

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Job requirements are changing faster than ever — you know that, because you live it every day. It takes time to put together accurate descriptions (let alone update them regularly). And a lot of that comes down to process.

In our recent State of Job Descriptions survey, almost 60% of respondents said that they rely on internal experts to help them build their job descriptions. If you have that expertise in-house, then great; it should be utilized. But in this fast-paced world, everyone's busy; collecting input and managing versions can be like herding cats.

Stat Check

86% of respondents to a recent HRSG survey said they spend **1 hour or more** crafting every job description that they work on.

In that same survey, we found that most people pull job description content from a wide variety of sources, including internet searches, and straight up copying things off of other companies' job posts.

This is no way to work.

HRSG's Solution

As experts in the field of job analysis, we've felt your pain — so we've built tools to help automate and improve the job description creation process. CompetencyCore is loaded to the brim with great content that accelerates the job description process significantly.

Have a draft together? Pull it into the system and get to work.

Starting from scratch? Use one of our **1200+ draft job descriptions** to give you a solid foundation, then edit to match your specific needs. These job descriptions are **based on proprietary big data, reviewed by experts, and cover a wide range of industries and positions**.

Our embedded AI helps reduce the time it takes to choose the right content. Once you've got your draft in place, CompetencyCore makes it easy to collect input on your job description. Send the draft off to your key stakeholders and subject matter experts, and they leave their comments and revisions right within the tool. Accept them or reject them, and you're on your way.

CompetencyCore statistic: **Over 5,000 job descriptions** have been created by our users.

Believe it or not, some organizations still use paper copies and filing cabinets as the official repository of their job descriptions. Many others keep them in Word docs on shared servers.

In either case, it's easy to understand why job descriptions tend to be ignored beyond the hiring process — they're just a pain to find, and there's no way to feed that valuable job data into the rest of the employee lifecycle.

Due to the COVID-19 pandemic, many employees are now working remotely. If this is the case at your organization, is this change reflected in your current job descriptions?

What ends up happening is that most job descriptions are only reviewed and updated when there's a vacancy that needs filling or a massive change in an industry (one which affects the work employees do). This raises several potential issues down the road.

Your job descriptions should serve as an official record of the responsibilities and skills requirements to perform the job successfully. So what happens when a particular position evolves over time — as the vast majority of all roles in the modern workplace tend to? The answer is that the current job description would no longer be a valid record of those requirements.

Stat Check

43% of respondents to a recent HRSG survey said that job descriptions in their company are **never updated**.

If you want to put serious talent management programs into place that engage your talent, keep them motivated, and show them areas for growth and development into other positions, it all starts with regularly reviewing and updating your company's job descriptions.

HRSG's Solution

CompetencyCore empowers you with the tools to ensure that your job descriptions are up-to-date and reflect the reality of how roles evolve over time.

Use our job description templates, **generated by AI that's crawled millions of data points**, to start with job descriptions that reflect the modern world of work. Or use it to compare your existing job descriptions. Access historical iterations of your job descriptions to track the evolution of the role over time, and easily collect input from subject matter experts to ensure that your new versions accurately reflect the demands and requirements of the modern role.

CompetencyCore statistic: Over 4,000 job descriptions have been updated within CompetencyCore.

When companies grow beyond a few departments, job descriptions tend to be written in isolation from one team or department to the next.

> **Without solid job description standards in place, chaos can reign.**

Good luck pushing back on that manager with a laundry list of extraneous requirements for a new role if there's no actual standard format in your organization.

You also need to make sure that you're hiring the same way across the board, and that starts with consistent job descriptions. A uniform job description format **fosters the ability to improve your hiring process:** you're more likely to have consistent standards across the organization, and it opens the door to a structured interview process that increases fairness and quality of hire.

Another key thing to keep in mind is how much standardization matters if you're trying to build improved talent management processes for your employees. You simply can't transpose, compare or contrast from one position to the next if the foundational job descriptions are different. Any activities based on your job descriptions are likely to be inconsistent from one department to the next. And forget about implementing any sort of career pathing program to foster employee growth into different roles in your organization.

Stat Check

49% of respondents to a recent HRSG survey agreed that **standardized content across the organization** is an important factor for a quality job description.

HRSG's Solution

CompetencyCore puts the tools in your hand to foster collaboration throughout the organization, while standardizing your company's job descriptions.

With a standard format and consistent language used throughout all job descriptions, it opens up a new world of talent management possibilities to truly help all departments, managers and employees understand their role and pull in the same direction.

Over 40% of respondents in our research report, "The State of Job Descriptions in 2020", said that **compliance was a driving factor** in why they create job descriptions in the first place.

Compliant job descriptions require a consistent format, yes, and highly accurate content; but it's about more than just that. It's also about the paper-trail behind it: who was involved in determining the requirements, how were they kept up-to-date, and did employees acknowledge the accuracy of their job description.

Stat Check

Only **9%** of respondents had a proper job description attached to all the jobs in their organization.

Unfortunately, there are a lot of moving parts to this compliance process, and it all boils down to process. Without the right systems in place, establishing a repeatable process for your organization is next to impossible.

HRSG's Solution

If employees truly understand what's required, what they're evaluated against and what's expected from them, you've got the basis of a good compliance program in place.

CompetencyCore's collection of tools and features enable you to build that compliance process.

Version control: check ✓. Trackable incumbent input into requirements: check ✓. Employee acknowledgement of job requirements: check ✓. For any job, CompetencyCore serves as the unified system you've been looking for to help manage your compliance process.

Section 2

Examining the Market

There are a wide variety of job description software tools on the market, catering to different sized organizations and uses. Ultimately, the solution that you choose to consider will be driven by how exactly you want to use your job descriptions.

The landscape can be confusing to navigate, so let's break it down into 3 main segments.

Job Description Automation Tools

On the low end of the scale, there are tools that allow you to essentially do the bare minimum of digitizing your job descriptions. The costs of these solutions may run in the low hundreds of dollars. Most of these tools offer templates pulled from publicly-accessible jobs databases like O*Net.

If you're just looking for a bank of templates to use to create a few job descriptions a year, you're better off sticking with publicly-accessible templates available on the internet. But if you have a need for more regular job description creation, updating, and, most importantly, turning your job descriptions into more than just a single-use, stale document, then you'll want to start looking at purpose-built software.

HRIS, Talent Management Solutions and Applicant Tracking Systems

At the other end of the spectrum, if you're a large enterprise organization, you may require more of a comprehensive platform. This can take several forms and permutations, and some job description functionality can be found in certain human resource information systems (HRIS), talent management solution (TMS), and even applicant tracking system (ATS).

These types of solutions generally cover so much ground that they don't go particularly deep on any one piece of functionality. They simply can't afford to get into the details — they go "wide" but not "deep." So if improving your process, and getting more value out of your job descriptions is a priority for you, these types of systems may not be the best place to do it.

While there are some great tools in this space, cost is a barrier to entry. For mid-sized organizations, there may be additional functionality that you have no intention of using but is lumped into the package as a way to increase the perceived value of the product.

HRSG's Solution: CompetencyCore

If you're looking to build, manage and get more out of your job descriptions, a job description platform like CompetencyCore will make the most sense for your organization and give you the best bang for your buck.

If your company already has a bank of existing job descriptions, you can bring them into the software, map skills and behaviors (competencies) to the job descriptions, and build relevant interview guides in a matter of minutes. You can also build on **our bank of 1200+ job descriptions** to get a head start on your project.

But that's really just the tip of the iceberg.

The key differentiator is that you can now **easily deploy your organizational competencies via job descriptions** which can **directly feed into your employee career growth** within your company. This unique software allows you to apply the power of competencies to truly upgrade your organization's ability to strengthen and retain its workforce.

Here's a deeper look at how CompetencyCore works:
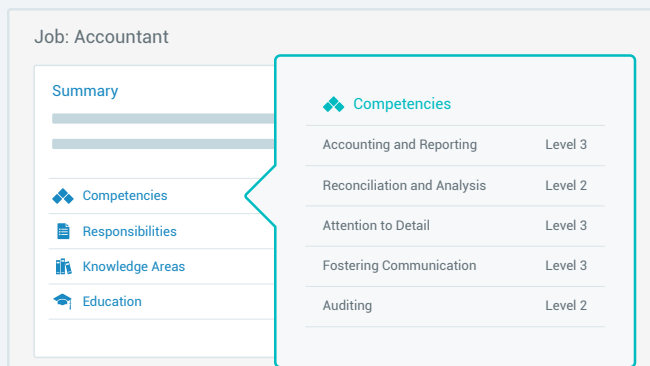
Build great job descriptions.

Start from scratch or use one of our 1200+ job description drafts to get started on the right foot. Use our AI tool to map competencies to your jobs. Embed skills and behaviors into your job descriptions to turn them into dynamic talent management tools.

CompetencyCore's exclusive AI Suggestion Engine puts the world's best database of job responsibilities, knowledge and competencies at your fingertips, based on the specific job you're building.
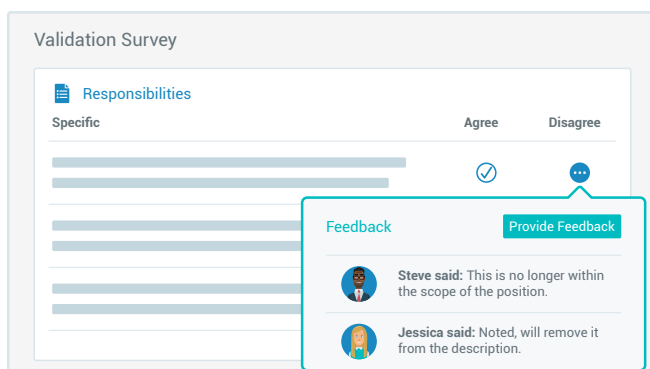
Collect feedback and input easily.

It's never been simpler to manage your job description revision process, all in one place.

Engage employees in providing input with built in workflows to send job description drafts for review and capture input directly on the job role. Then record employee signatures on the job description, and get agreement from employees that these are their assigned duties.

Build interview guides in minutes.

Use CompetencyCore's suggested questions to build consistent, structured interviews that get the right talent on board.

Select from over 1,500 pre-built questions & additional follow-up probes, based on the demonstrable skills and behaviors that foster success in specific roles. Every question is written to assess a specific competency at a defined level of proficiency.

Help your workforce reach new heights with guided development plans.

Show your employees the training needed to develop their internal careers. CompetencyCore gives you instant access to 5000+ tailored development activities to help your employees with their career development goals.
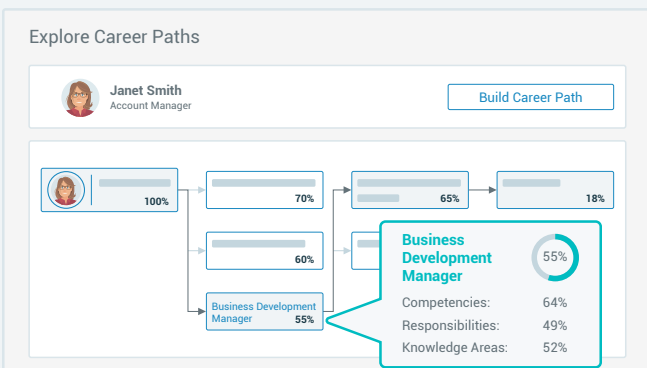
Empower your talent to build career paths.

Give your employees the visual career path navigation tool they need to see their own future in your company.

Give employees the power to design their own career paths, and see the skills and gaps that need to be addressed in order for them to take the next step. Employees can set a target job, or free-explore from their current role to determine their career path.

Software Comparison:

What type of job description product is right for your needs? We've compiled the main tools and features that we get asked about by HR and talent management professionals into this chart for you.

Interested in learning more about a particular feature? **Book your demo of CompetencyCore** today!

	Job Description Automation Tools	HRSG's Solution	HRIS, TMS & ATS systems
Job description management capability	Turn Word documents into flat digital files	Transform your job descriptions into living, dynamic talent management records	One piece of a larger talent management application
Included job description templates	✓	✓	✓
Included competency models	✗	✓	✗
Generate interview questions	✓	✓	✗
AI-generated + expert reviewed job descriptions	✗	✓	✗
Easily map competencies to all your job descriptions	✗	✓	✗
Streamlined feedback collection tools	✓	✓	✓
Insights into job similarities	✗	✓	✗
Use job description data beyond the hiring process	✗	✓	✓
Implementation and Advisory services	✗	✓	✓
Price	$	$$	$$$$

Go beyond a basic job description process. CompetencyCore is made to help you deploy competencies via your job descriptions so you can do more than hiring.

With a competency-enhanced or "competized" job description in CompetencyCore, you can now:

- **Improve your hiring process** by creating relevant interview guides linked to competencies for the job position in question.
- Create visual career paths linked to job competencies to **help with employee retention and succession planning**.
- Deliver **guided employee development** based on the competencies on their job descriptions (or ones they need for their career advancement).

AI Suggestion Engine: Utilize the world's best database of job responsibilities, knowledge and competencies when creating job descriptions.

Version Control: Keep track of the latest version of job descriptions and auto-create new versions every time a job description has significant edits.

Validation Survey: Engage employees in providing input with built-in workflows to send drafts for review and capture input directly on the job.

Create Job Post Content: Transform your detailed job descriptions into job posts that are ready to send to your ATS or job board.

FLSA Compliant: Create and manage job descriptions that meet the requirements of the Fair Labor Standards Act (FLSA).

Competency Profile Builder: Survey your managers and employees on the key competencies needed for the company and in their jobs with our purpose-built competency profiling survey tool.

Question Suggestion Engine: The system automatically suggests interview questions based on the competencies included on the job descriptions for the related job.

PDF/Word Exporting: Export your interview guides which come with built-in scoring guides for easy note taking.

Flexible Career Pathing Options: Employees can set a target job, or free-explore from their current role to determine their internal career path.

Job Matches: Employees can explore how their profiles align to other jobs or career development opportunities across the organization.

Single/Bulk Dispatch: Dispatch assessments directly to specific employees, or set-up a bulk send to deliver the same assessment to multiple people.

Auto Suggest Learning Activities: Configure reports to automatically assigned relevant learning resources and activities to address competency gaps identified through the assessment.

Competency-Driven Learning: Employees build development plans based on competencies that are concretely tied to job requirements at a given role.

Succession Planning Features: Bench Strength measures let HR know how easy a job will be to fill internally; and potential matches for shortlist successors.

Manage Your Team: See your direct reports' activities, career paths and personal profiles, and dispatch assessments or development plans to them from one location.
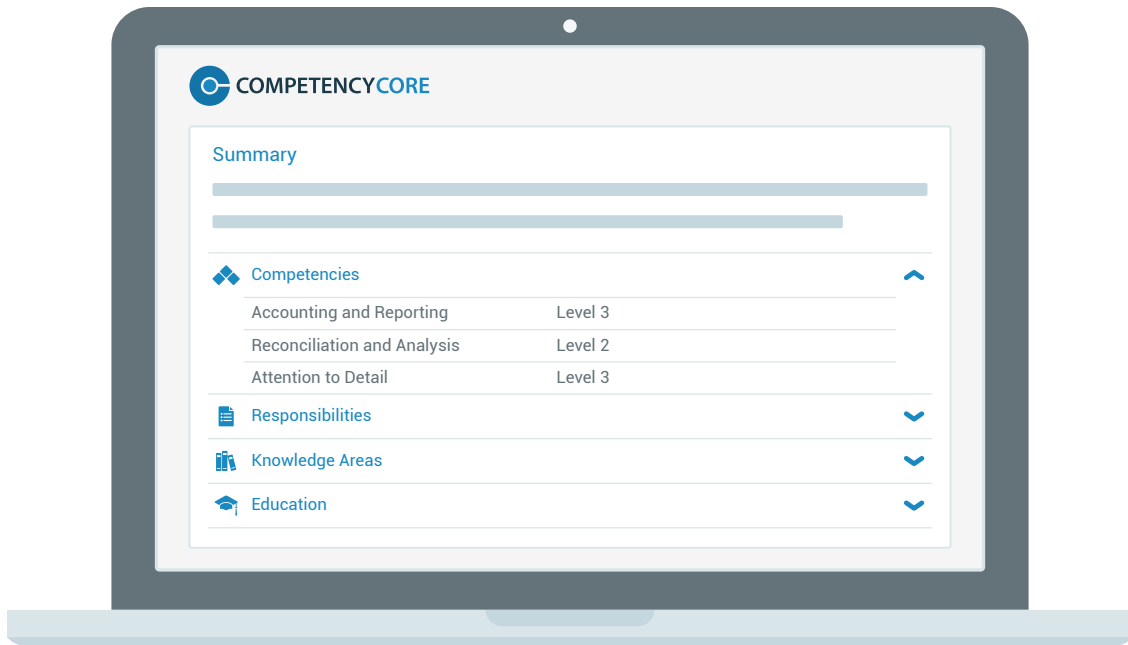
Section 4

How to Build Better Job Descriptions, Faster

Fed up with your current job description process? Ready to start building better job descriptions that have a lasting impact on your HR programs?

CompetencyCore gives you the tools to elevate your process and empower your people across the talent management lifecycle.

Get started with a free demo to see it in action today.

Get a Demo of CompetencyCore

Section 5

Common Questions about our Job Description Software (CompetencyCore)

These are some of the common questions that people ask when looking to buy our job description software:

Can the software automatically create interview questions?
Within our software, you can select from over 1,500 pre-built questions & additional follow-up probes, based on the demonstrable skills and behaviors that foster success in specific roles. Every question is written to assess a specific competency at a defined level of proficiency.

Does the solution auto-generate content for job postings?
CompetencyCore can automatically create job post content based on your detailed job descriptions. This content can be immediately used in your ATS or job board.

Can the software create reports to determine when last a job description was updated/evaluated?
Yes.

Can user comments be added to an edited job description?
Yes. CompetencyCore users can add comments to an edited job description within the software.

What HR software can your solution integrate with?
We can work together with you to integrate any HR software which your organization is currently using.

Can supervisors review and update all job descriptions for their subordinates?
Yes.

Does your solution have regular updates for its competency and job description content?
Yes.

Does this software have easily accessible online training and documentation available?
CompetencyCore has its implementation training and documentation available online.

Can you use job description drafts within the software or create your own?
Both options are available for CompetencyCore users.

Does it come pre-loaded with job description drafts/templates? How many?
Yes. Within our solution, you can choose from over 1,200 job titles — based on proprietary big data, reviewed by experts, and covering a wide range of industries and positions.

Is there functionality to allow employees to sign off on their job descriptions?
CompetencyCore gives you the ability to record employee signatures on a job description, and get agreement from employees that these are their assigned duties.

Is single sign on (SSO) functionality available?
Yes. This functionality is available within CompetencyCore.

Does the software keep a record of all versions and updates to a job description over time?
Yes. CompetencyCore allows you to keep track of the latest version of job descriptions and auto-creates new versions every time a job description has significant edits.

Does the software allow you to create FLSA compliant job descriptions?
With CompetencyCore, you can create and manage descriptions that meet the requirements of the Fair Labor Standards Act.

Section 6

Job Description Software Checklist

Are you looking for a job description software solution? Measure the effectiveness of your research against this checklist.

We have a job description software solution in place that:

- ☐ Enables HR to automatically create competency-based interview questions
- ☐ Allows employees to add their comments to a job description
- ☐ Makes it easy for HR to auto-generate content regarding job postings
- ☐ Enables supervisors to review and update all job descriptions for their subordinates
- ☐ Can integrate with other HR software solutions
- ☐ Includes regular updates for its competency and job description content
- ☐ Has easily accessible online training and documentation available
- ☐ Receives upgrades on a yearly basis
- ☐ Provides a reasonable implementation timeline
- ☐ Comes pre-loaded with job description drafts/templates
- ☐ Enables HR to use job descriptions within the software or create their own
- ☐ Provides single sign on (SSO) for employees
- ☐ Allows employees to sign off on their job descriptions
- ☐ Has active record of all versions and updates to job descriptions
- ☐ Enables HR to create FLSA compliant job descriptions
- ☐ Reduces time spent creating and managing job descriptions