

Role Documentation

We are committed to creating and updating the role document for each position within the College because:

- A role document provides a clear statement of accountabilities, skills and expectations and provides basic information for the employee and his/her supervisor.
- Role documentation is a key tool in effective performance assessment and performance management because it defines the skills required, articulates appropriate goals and can be used to evaluate progress.
- The role document outlines the information needed to classify a role into the appropriate level.
- Accurate role documentation allows Human Resources to compare roles across similar organizations so that they can be matched to appropriate salary surveys.
- The role document serves as a College (and candidate) resource during the recruiting process.

The Role Document

The role document is designed to collect meaningful information about the role's primary responsibilities, critical competencies, required skills and performance expectations. Complete and accurate documentation of a role is extremely important for role classification, performance assessment and accurate salary comparisons with similar jobs across the College and in the external marketplace.

Your current role document is always available from Human Resources.