Job Description Template

TITLE OF POSITION:

POSITION DESCRIPTION:
(Write a one sentence description of what the position does within your organization.)

PRIMARY RESPONSIBILITIES:
(List the major areas covered by your position)

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:
(List the knowledge, skills, and abilities required to perform this job.)

- Broad knowledge and experience in:
- Above average skills in:
- Excellent skills in:
- Demonstrated ability to:
- General knowledge of:
- Experience in:
- Other:

EDUCATION AND EXPERIENCE:

- Degree or equivalent experience:
- Years of experience:
- Specialized training in:
- Active affiliations:
- Other requirements (certifications and so forth):

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Hiring Practices A - Z
(a.k.a. Best Practices in Hiring!!)

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Six Steps to Hiring a New Employee

1. Write a Job Description
2. Review Cover Letters and Resumes
3. Interview Applicants
4. Check References
5. Hire and Conduct Orientation
6. Evaluate for the first 90-days

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1 Write a Job Description

Key Points

- The Job Description is the first (and most critical) document in the hiring process because you will use it every step of the way!
- Job Descriptions set internal expectations about what the new hire will do. All key stakeholders should review and "sign off" on the job description.
- The Job Description should *at least* include the following areas:
  - Title of the job
  - Position Description
  - Primary Duties
  - Required Knowledge, Skills and Abilities
  - Education and Experience

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1 Write a Job Description

Practice Writing a Job Description

- Select a position at your station for which to write a job description.
- Fill in the Job Description Template
- What value do you see in writing a job description? How does the job description help you make a good hire?

TIP: Keep the Job Description simple; it's not the job posting, which often includes the organization's mission, culture, and goals. (See sample job postings.)

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2 Review Cover Letters and Resumes

What to look for in **Cover Letters**:

- Is the cover letter free of grammatical and spelling errors?
- Does it follow a basic business letter format?
- Does the cover letter entice you to want to read the resume?

TIP: Jot down potential questions to ask during the interview.

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2 Review Cover Letters and Resumes

What to look for in **Resumes**:

- Is the resume free of grammatical and spelling errors?
- Does it follow a logical format?
- Are there gaps in employment?
- Does the resume reflect experience, skills, education, etc., listed on the job description?

TIP: Jot down potential questions to ask during the interview.

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3 Interview Applicants

- Develop **Behavior-Based** interview questions based on the job description.
- Ask candidates questions that prompt **STAR** answers:

Situation
Task
Action
Result

TIP: Many claims for employment discrimination *occur during the hiring process.* Do not ask any questions protected by Title VII of the Equal Employment Act!

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3 Interview Applicants

Situation
Task
Action taken
Result or outcome

In other words, a good answer to a behavioral question should:

Describe specifically a relevant situation or task
Outline clearly the action(s) taken
Summarize concisely a result or outcome.

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3 Interview Applicants

What you do NOT want to hear in a candidates' responses...

Vague statements: These are general statements that might sound good, but provide no specifics of what the person actually did.
Opinions: These are personal beliefs, judgments, or feelings about something that, like vague statements, provide no information about what the personal actually did.
Theoretical or future-oriented statements: These tell what a candidate would do, would like to do, or would likely do in the future, but now what was actually done in the past.

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4 Check References

Always check references!

At the minimum ask if the person would consider rehiring or working with the person again. You are trying to get a feel for what it will be like to work with the candidate.

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5 Hire and Conduct Orientation

1. Train the new employee on your internal policies and procedures.
2. Introduce the new employee to your culture and help him/her become a part of it.
3. Consider assigning another employee to the new employee for the first few weeks so he/she has a "go to" person.

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6 Evaluate for the first 90-days

At the end of each of the first three months of employment, discuss with the new employee how he/she is tracking against the job description.

If there are gaps in performance, communicate your concerns, and try to identify training issues vs. skill deficits.

If the person's performance is not meeting the requirements of the job description, address the issues clearly, and if you need to terminate employment, be sure it is based on clearly communicated non-discriminatory performance issues.

WMMT-FM - Appalshop's Community Radio Station - Seeks a General Manager

WMMT, the non-commercial, community radio station of Appalshop in Whitesburg, Kentucky, seeks a General Manager. WMMT's mission is to be a 24 hour voice of mountain people's music, culture, and social issues; to provide broadcast space for creative expression and community involvement in making radio; and to be an active participant in discussion of public policy that will benefit coalfield communities and the Appalachian region as a whole. WMMT, a project of Appalshop, a non-profit multi-disciplinary arts and education center, has been on the air since 1985.

The General Manager (GM) is responsible for the station's programmatic and financial well being and will work with WMMT staff to develop and implement strategic financial, fundraising, and programmatic plans. The GM will lead government and foundation fundraising, oversee station activities and legal compliance, and represent the station both near and far. The GM will support and work with staff as part of a team, and will oversee and help hold together the station's multifaceted activities, which include on-air fundraising and underwriting, technical operations, volunteer relations, public affairs production, a traditional music after-school program, community relations, and increasing the station visibility. The GM will also participate in Appalshop, Inc. management and governance.

WMMT broadcasts from the heart of the central Appalachian coalfields to large portions of eastern Kentucky, southwestern Virginia, and southern West Virginia. WMMT is powered by 50+ community volunteers and a small, dedicated staff that works as a team. Programming consists of volunteer-chosen music and regional public affairs programming. We are committed to spanning a wide range of genres in our music programming, which includes an emphasis on traditional Appalachian music and its descendant, bluegrass. The station's public affairs programming is produced almost entirely by WMMT staff and volunteers. It consists of both produced news programming and live talk show formats. The station covers local/regional events, discusses a wide range of social issues with a diverse cast of on-air talk show hosts, and documents life and culture in the mountains.

Qualifications

Qualified candidates for WMMT's General Manager will possess:

- Leadership skills based on the ability to collaborate work with and motivate team members
- Oral and written skills to effectively communicate with a wide range of individuals and audiences
- Successful fundraising experience (foundation, individual, corporate, and/or government)
- A passion for the value of community-based radio and understanding of WMMT's unique role in the community
- A commitment to participating in the management, governance, and fundraising efforts of Appalshop, which is a primarily a worker-governed organization.
- Flexibility, enthusiasm, and a sense of humor.

Additionally, ideal candidates will possess:

- Familiarity with the culture, history, and economy of Central Appalachia. WMMT aspires to be both an observer and a participant in the ongoing story of its community.
- Experience in public or community radio management or operation and familiarity with FCC rules and regulations
- Excellent organizational skills
- Experience in successful event planning and execution
- Experience in nonprofit management or operations
- Experience creating and managing budgets
- Working knowledge of Microsoft Office and other standard office systems
- Experience in meeting with and addressing a range of public audiences.

This is a full time position with excellent benefits. Applicants should submit a cover letter, resume, and names and contact information for at least three references to wmmtsearch@wmmt.org. We will begin reviewing applications on May 20 and will continue accepting applications until the position is filled.

Applalshop/WMMT is an equal opportunity employer and does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.