

HRSINGAPORE

Question - Job Descriptions - Update 2

Hi HR Practitioners,

Can anyone share does your company treats Job Descriptions as Private & Confidential?

Thanks!

JL

REPLY 1

We do not treat it P&C but nobody know their job scope well and they do not care to ask.
Just follow instructions.

CC

REPLY 2

Job Descriptions should not be private and confidential.

It should be clearly defined as their responsibilities, scope and also their authorisations.

Especially if your company is ISO certified, this should be opened to all.

Yamada

REPLY 3

No, job description is not p&c. Every employee is entitled to keep a copy of their job description. Some companies ensure that every new employee get a copy of their JD on their first day. When you do recruitment, JD may be posted online (depending on your mode of recruitment) and by doing this, JD is no longer p&c.

PS

HR Metrics Workshop (10th run)

- 7 April 2016

This workshop is aimed at providing a basic understanding of the wide range of Human Resources measurements and metrics available to the HR Practitioners to track performances for the HR functions as well as the Strategic Human Resources Plan.

It provides glimpses of the practice of Evidence-based HR and paves the way to move to the next level of Human Resources practice from an administrative perspective to a strategic perspective.

For details, please click on: <http://hrsingapore.org/hrmetrics/>



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