



**Market**



**Standard Job Description (SJD)**



**Position Description (PD)**

A Standard Job Description connects UW jobs to similar jobs in the market. An employee's Position Description builds on the Standard Job Description.

### Standard Job Description

- Describes work at a high level
- Lists responsibilities someone in the job typically performs
- Applies to multiple employees

**Includes:**

Job Title

Job Summary

Typical Responsibilities

Typical Education

### Your Position Description

- Describes work at a high level
- Lists typical and additional responsibilities you perform
- Applies to your position

**Includes:**

**Standard Job Description**



Any Additional Responsibilities

**Optional Fields:**

- + Additional education/certification
- + Physical demands
- + Working conditions
- + Tasks