

Guide to Writing the Ultimate Outcome-Driven Job Description

5 steps

to a comprehensive
roadmap of your new
position and the most
effective Job Description
you've ever created.

BY:



polytechtalent.com

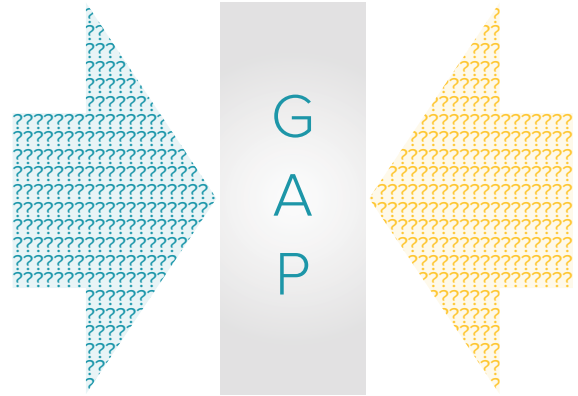


STEP ONE

Perform a Gap Analysis

The Gap Analysis is a series of questions meant to put you on the path of marrying what you think you are looking for in a candidate with what you actually need to create a winning team. Where these two answers don't match up. **That's your Gap.**

The only way to know what your team needs in a candidate is to Perform a Gap Analysis



<https://polytechtalent.com/perform-it-gap-analysis-before-your-next-it-job-search>

What's happening in the department now?

Where do I want it to go?

What needs to be changed, fixed, or improved over the next few months?

What are the biggest challenges?

Are there any issues that need to be addressed right away?

What are some of the major strategic initiatives that need to be considered?

What do I need this position to accomplish in the first 30-days?

How do I know they will be successful in this role?

If I was to sit down with this person in 3 months time, what would I want to see that would make this a successful match?

If I were to sit down with this person in a year, what would I want to see that would make this a successful match?

Extra Thoughts:

STEP TWO

Identify your Role Buckets and Create Ideal Outcomes for Each

Based on what you've discovered through the Gap Analysis, it's time to list out **Major Role Buckets** for this position and support them with the Ideal Outcomes (AKA Smart Goals) that will define the success of your future team member.

List all the areas the major functions of the role. For example, strategic planning, revenue growth, team engagement etc.

Create appropriate results or outcomes for each major function. Use, KPIs SMART Goals.

[Review the Major Role Buckets and ideal outcomes here.](#)

<https://polytechtalent.com/perform-it-gap-analysis-before-your-next-it-job-search>

Major Role Bucket choices include but are not limited to:

- Leadership
- Financial
- Team Engagement
- Innovation
- Personal Development
- Technical Development
- Client Acquisition
- Account Management
- Custom Service
- Reporting



Performance Objectives

Enter Role Here

Enter Role Here

Enter Role Here

Enter Role Here

Enter Role Here

Enter Role Here

STEP THREE

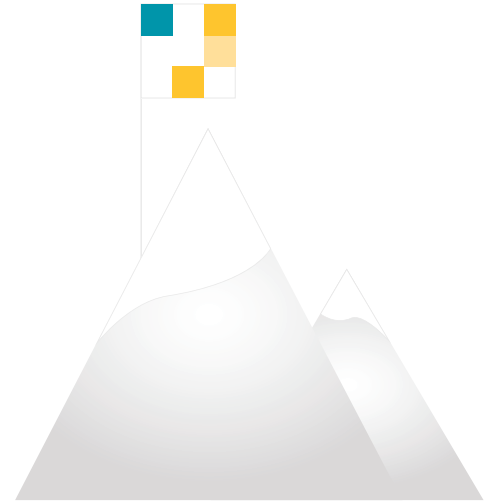
Write your Major Goal

Why does this position exist and what is the main point of it. The Major Goal is a sentence or two. It's best to make it a smart goal, but sometimes it doesn't have to be.

Learn more about writing a strong Major Goal here.

<https://polytechtalent.com/perform-it-gap-analysis-before-your-next-it-job-search>

The reason this position exists is



STEP FOUR

Position Timeline - Create Having into Doing

January *	February
March	April
May	June *
July	August
September *	October
November	December

Now create your position's timeline of success by transferring your Smart Goals into this calendar view. This resource can be printed out for you and your new candidate to keep on task over the first year.

Review more information on the Position Timeline here.

<https://polytechtalent.com/perform-it-gap-analysis-before-your-next-it-job-search>

Use the chart on the next page to fill in some timely goals.

Vision Goals - Year One

Enter Month Here	Enter Month Here	Enter Month Here
Enter Month Here	Enter Month Here	Enter Month Here
Enter Month Here	Enter Month Here	Enter Month Here
Enter Month Here	Enter Month Here	Enter Month Here

STEP FIVE

Turn Your Outcome Driven Position Plan into a marketable Job Description



Review how to make a marketable Job Description here

<https://polytechtalent.com/perform-it-gap-analysis-before-your-next-it-job-search>

Write your forward-facing description to bring in the right candidate.

Conclusion

The quality of the search and the end results are very different when you start with an Outcome-Driven Position Plan. And your confidence about going to market with your new role will skyrocket after this process.

At Poly Tech Talent we walk our clients through this process to ensure they have the strongest foundation for their new IT position search. We'd love to team up and do the same for you.

CONTACT US TO LEARN MORE:

polytechtalent.com | info@polytechtalent.com | 416.440.3362