

THE COMPETITIVE EDGE

Official Publication of the New River Valley Competitiveness Center
A Small Business Incubator

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August – September 2011

How to Hire the Right Employees?

It all starts with a good job description. To craft an accurate, detailed job description, spell out what tasks are involved in the position, what tools and methods are used, the general responsibilities of the job, and any qualifications needed.

At the same time, the Small Business Administration recommends keeping job descriptions fairly flexible so that workers on your employee payroll software are able to grow and develop within their positions and expand their contributions to the company.

So, what constitutes a good job description?

- ***Job title and objective.*** This will tell prospective employees what the broad purpose and scope of the role is
- ***Tasks and duties.*** Spell out the regular tasks and responsibilities of the job, from most significant to least important. There is no need to be exhaustive, but make sure all typical duties are mentioned
- ***Roles and relationships.*** Discuss who the employee will report to, whom they will work with, and if they will have responsibility for any other staff members
- ***Qualifications.*** Spell out the educational level you are seeking, plus any other qualities necessary to perform the job that you have already determined
- ***Location and equipment.*** Mention where the job is located and what type of equipment will be used to perform it, including computer systems
- ***Salary.*** You may also choose to include a pay range in your job description, so people know what to expect after you add them to your employee payroll

NRV Competitiveness Center Welcomes New Tenant

Northview Media Group, publishers of *New River Parent*, a regional parenting magazine for the counties of Floyd, Giles, Montgomery, and Pulaski, and the City of Radford moved into the Center in July. Owned and operated by Mike Wade, Northview Media Group also offers services in the areas of graphic design, photography and writing, as well as marketing and public relations consultation. For more information, contact Mike Wade at 540-257-0678 or via e-mail at mwade@newriverparent.com. You may also visit the website for *New River Parent* by going to www.newriverparent.com.



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