



## Word Processing Directions

1. Start your word processing software program.
2. Write the job description. Proofread and edit your work to make sure that it is correct and concise.
3. Save your work.
4. Print out a copy of your completed job description if your teacher has instructed you to do so.
5. Answer the following questions.

### Interpreting Results

1. What other uses might entrepreneurs have for job descriptions after the hiring process?

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2. Exchange your completed job description with a classmate. How does your version differ from your classmate's. Reread your own job description. How would you change it after reading your classmate's job description?

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### Drawing Conclusions

3. Why is it important to have a job description for each position in a firm?

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