

What is a Job Fact Sheet (JFS)?

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The job fact sheet (JFS) serves as the source document that defines job duties, responsibilities, and requirements for a position. It provides baseline information that is used to assign a position to the appropriate employee group and is analysed to determine the relative value of the position to the University of Guelph. A number of human resource processes, such as recruitment, performance planning, assessment and development, as well as the identification of learning and development needs, access the job fact sheet for information.

Source URL: <https://www.uoguelph.ca/hr/what-job-fact-sheet-jfs>