

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.

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