Welcome to the Johnson and Wales University Denver Campus Library. In this tutorial, we will define and discuss the differences between job descriptions and job postings and show you how to locate both in print and online resources.

A job description is a detailed list of responsibilities or duties along with the necessary qualifications for the job such as skills, education, working conditions, etc.

Oftentimes, a job description is not provided to an individual until they interview or are hired for the position. For some organizations, the job description serves as a kind of contract between the employee and employer. It lists the organization’s expectations of the employee and, if not followed, could serve as grounds for dismissal.

A job posting, on the other hand, is an advertisement posted by an employer for an open position. The job posting often includes employer’s name and contact information, salary information and job details. It may or may not include a full job description.

The easiest way to locate sample job descriptions, is to use the books found in the Library’s Reference collection and specifically those listed in the Recommended Reference Book section of the Job Research subject guide.

The BLR Encyclopedia and the Handbook of Model Job Descriptions cover a wide array of positions in numerous industries. The other titles in this list provide job descriptions specifically for hospitality related industries such as foodservice management, dietetics, and sport, event and entertainment management.

Finding job descriptions online is more difficult. The Occupational Outlook Handbook is a free government source that provides detailed information on thousands of positions. While the OOH does not include actual job descriptions, it does include job functions which you can use to build your own description.

Unlike job descriptions, job postings can be easily found in both print and electronic format.

In print, you can find them in the Classified sections of newspapers or in the back of industry or trade magazines.

You can also find thousands of job postings online by doing a Google search on “job search engines” or “job postings”. Your search results will lead you to well-known job sites such as Monster.com or Indeed.com as well as hundreds of other useful career-related sites.

Remember, these sources may or may not include job descriptions.

If you need help, assistance is available in person, on the phone, via email, chat or text. Go to the Denver Campus Library homepage at http://den.library.jwu.edu for more information.