

	RESOURCE LIBRARY – HUMAN RESOURCES Job Descriptions	CODE: 04.01.017
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OBJECTIVE:目的:

To have a written summary that describes a job in detail. This will assist in finding the right person to carry it out.

有一个详细描述工作的书面总结。这将有助于找到合适的人去完成工作。

To avoid the possibility of subjective recruitment.

避免主观招聘的可能性

To get consensus on the job content from the various managers who may later be involved in evaluating the job holders' performance.

以后可能会涉及评估在职者表现的各部门经理在工作内容上达成共识。

To have an official and consistent way of communicating to employees what is required and expected of them.

有一种员工需要和期望的正式、一致的沟通方式。

APPLICATION:应用:

Personnel Managers are expected to check that up to date Job Descriptions exist for all the positions contained in the hotel's Job Category listing (policy 4.2.1). Sample Job Descriptions are provided in the appendix for categories A and B.

要求人事部经理检查酒店的工作类别清单所包含的所有职位的最新职位描述（4.2.1条政策）。A类和B类的“职位描述样本”见附件。

A Job Description should not be made more complicated or simple than the job actually is or it can become a meaningless piece of paper. This can become the case if it is drawn up by someone who does not have daily contact with the job holder. It is important to consult the job holder in the process.

“职位描述”不宜比实际工作更复杂或更简单，甚至它也可能是毫无意义的一张纸。如果“职位描述”是由某个没有和任职者进行有日常接触的人制定的，就可能出现这种情况。在此过程中，征询任职者的意见非常重要。

It is the responsibility of the Department Head to provide the Personnel Department with accurate Job Descriptions for all positions in their Department.

It is the responsibility of the Personnel Manager to ensure copies of Job Descriptions for all job categories are held on file.

部门主管须负责向人事部提供其所属部门的所有职位的准确“职位描述”。

事部经理须负责确保将所有工种的“职位描述”存档。

General Managers are responsible for Department Heads Job Descriptions and the job holder should be involved in writing it.

总经理负责部门主管的“职位描述”，任职者的“职位描述”应提供书面形式。

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STATEMENT OF POLICY

政策声明

1. Bavaria Hotels International is committed to having a professional system of Personnel Administration in its operations.
巴伐利亚国际酒店集团致力于在其经营方面制定专业人事管理制度。
2. All positions will have an up to date and accurate Job Description using the format given below.
所有职位均有采用以下格式的最新、准确“职位描述”。
3. Job Descriptions should be referred to at the recruitment stage to assist in advertising, dealing with agencies and making the best match between candidate and job.
“职位描述”宜在招聘阶段提交，以协助广告、接洽招聘机构、实现候选人和工作之间的最佳匹配。
4. All Job Descriptions should be reviewed annually or when a job content changes. If the Job Description has changed substantially an updated version should be issued to the job holder because the success criteria for the job will also have changed.
所有的“职位描述”每年应审查一次，或当工作内容发生变化时审查一次。如果“职位描述”已发生实质性变更，应给任职者发放更新版本，因为该职位的成功标准也会随之变更。
5. Job Descriptions should accompany all offer letters and a signed copy placed on file upon appointment, this same Job Description must be referred to when reviewing performance later.
“职位描述”应附有录用通知书，任命后将一份副本存档，以后审查绩效时必须参考相同的“职位描述”。

FORMAT

格式

- | | |
|---|--------------------|
| • JOB TITLE: | 职称: |
| • LOCATION: (Which department) | 岗位: (哪个部门) |
| • REPORTING TO: | 上报: |
| • RESPONSIBLE FOR: (Staff who report to this position) | 负责: (报告此职位的人员) |
| • MAIN RESPONSIBILITIES: (List the main accountabilities) | 主要职责: (列出主要职责) |
| • SIGNATURE MANAGER: (At the end of Job Description) | 经理签名: (在“职位描述”的末尾) |
| • SIGNATURE JOB HOLDER: | 任职者签名: |
| • DATE ISSUED: | 签发日期: |
| • DATE COMPILED: | 编制日期: |