

A12. Job Titles

Job titles should be commonly accepted names of occupations. In situations where the employer's job title is not clear to the general public, job order staff should encourage the employer to clarify it. Explain to the employer that a misleading job title may result in recruitment of the wrong candidates. Reference O*Net for suggestions of more appropriate or commonly used titles. If the employer is not willing to change the job title, suggest placing the more commonly used job title in the Job Title field and place the employer's job title in the Job Duties & Responsibilities text field or the Additional Application Instructions text field. Explain that it is also important that job titles be commonly recognized for key word searches and resume search functions to work effectively for job seekers.

[Job orders should have only one job title. Separate job orders should be posted for different job titles. Using more than one job title on a job order causes confusion and produces inaccurate search results. Job orders with one job title may continue to have multiple openings.](#)

When the job title is not related to the job duties, coding must reflect the job duties, not the title. Clarification should again be sought from the employer to ensure that the proper O*Net and JobNet Occupational codes are assigned. Reference O*Net for suggestions of more appropriate or commonly used job titles and/or job duties.

When a job title is too long to fit into the Job Title field on the job order, logically abbreviate one or more words so the job title fits into the field. List the entire job title in the Duties and Responsibilities field of the job order.

Reference:

Occupational Information Network (O*NET)

Job Order Quality Assurance Program or for partners using the Extranet