DC4WORK
Digital Competence 4.0

CHECKLIST FOR A PROFESSIONAL JOB DESCRIPTION INCLUDING DIGITAL SKILLS

- **Digital Skills Catalogue for your organization has been created?**
  For each role identify the digital technologies required now and in the future. What technical skills are necessary for employees to use these digital technologies effectively? If the technologies have a social or collaborative component to them, what code of conduct will employees need to know to act responsible?

- **Responsibility and tasks including those requiring more and more digital skills have been clearly assigned?**

- **Control function of a job description can be used?**
  By including individual goals related to application of new technology, you can quickly see whether they have been achieved. And you create transparency for the staff.

- **Job description or changes to it have been communicated to the employee?**

- **Job descriptions is concrete and precise as possible, but at the same short and concise?**

- **Job description covers all objectives, duties, tasks, expectations, (digital) competences and also the organisational structure of the job?**