

Do you have job descriptions?

Does your business provide employees with good job descriptions, or, should I ask, do you have job descriptions?



Susan Nickerson

• Smarter Workplace

If you have job descriptions, how well do they communicate the responsibilities of each employee? Have you read through the descriptions lately?

If you aren't providing job descriptions, then shame on your organization for not giving written parameters for what each job entails!

In today's workforce world, I've seen job descriptions that run the gamut, from a highly detailed listing of responsibilities, duties and skills to nothing in writing. How can employees maximize

productivity if there are no or only vague directions in what they're supposed to be doing?

The good news is there's an easy way for employers to develop or fine-tune job descriptions. One of the very best tools I've seen is a Web site called ONET (Occupational Information Network), www.online.onetcenter.org. It has hundreds of occupations listed and detailed lists of job duties to pick and choose from related

to that position. Using ONET is an excellent way to develop better explanations about what tasks need to be performed in certain roles. ONET has also been incorporated into the U.S. Department of Labor's Web site for employers to use.

Another site, www.careeronestop.org, is a source for "employment information and inspiration." By selecting the heading "write job descriptions," you will be taken step-by-step through the process of writing a specific job description.

And let's not forget the Society of Human Resource Management's site (www.shrm.org), which provides sample descrip-

tions to fellow human resource managers. These examples are provided as tools to help management in clarifying positions, determining pay levels and evaluating performance criteria.

With these useful sites available for everyone, there is no excuse for not having a job description for every employee. However, if you do not feel comfortable accessing these Web sites, contact your KansasWorks office at (877) 509-6757 for help. Staff are available to assist you in recruiting and retaining your employees.

Susan Nickerson is west regional director for KansasWorks, workforce development.

On the Beat

COLBY POLICE
Thursday

12:03 a.m. – Loud music coming from a trailer in the front row at 210 N. Country Club. Report filed for narcotics violation.
1:07 a.m. – Ambulance requested at First Street Annex.
1:29 a.m. – Suspicious 911 call from man from an unknown address. Located subject at 210 N. Country Club.
12:20 a.m. – Two arrest warrants from Goodland Police Department.
6:09 a.m. – Security checks to

11:29 a.m. – Dog at large, notice to appear issued.
1:57 p.m. – Dog at large at 950 S. Franklin. Turned over to Colby Animal Clinic.
4:11 p.m. – Vehicle has scratch down side of it.
6:30 p.m. – Weapon turned in that was left at 770 Dylan Dr.
7:56 p.m. – Provided information about car seat laws.
8:03 p.m. – Gas skip from Bosselman's Truck Stop.
9:03 p.m. – Provided information about civil matter at 210 N. Country Club Dr.

Smithsonian tour coming to Colby

"Journey Stories," a new Smithsonian Institution traveling exhibition, will be coming to the Prairie Museum of Art and History from Jan. 8 through Feb. 21.

Lindsborg is the first of six Kansas communities to host the exhibition, which will tour the state from June 26 through April 11, when it closes in Atchison. Stops in between include Glasco, Junction City and Parsons.

Journey stories – tales of how

we got here – are as American as apple pie. Why did our families come to America? Why did our ancestors choose Kansas as home?

The exhibition explores four centuries of American history through images, audio clips, music, maps, and artifacts. Visitors will listen to stories of travelers and trace their route on an interactive map, read harrowing accounts of escaped slaves on the road to

freedom and use an 1859 guidebook to prepare for a westward trip on an overland trail.

Each host will create companion exhibits and public programs featuring their unique, local journey stories. Parsons and Atchison will explore the impact of the railroad on their communities. Lindsborg will examine the legacy of Swedish and Mennonite immigrants to the region. Glasco will study Highway U.S. 24's role in the town's

past, present and future. Junction City will examine its place "on the road to everywhere." Colby will focus on journey stories from the High Plains.

The exhibition is part of Museum on Main Street, a collaboration between the Smithsonian Institution, the Kansas Humanities Council and the Federation of State Humanities Councils.

For information, contact the Kansas Humanities Council at (785) 357-0359 or go to www.kansashumanities.org.

SPECIAL EVENT

THURSDAY, JUNE 11TH
10 A.M. – 6 P.M.

OAKLEY RX & SUNGLASSES EVENT

Our Oakley Representative will be joining us to showcase the complete line of Oakley Sunglasses & RX Frames

- ◆ First 20 Oakley purchases receive a free gift (a \$20 value)
- ◆ 25% off RX lenses with purchase of Oakley frame
- ◆ Enter drawing to win ◆ Refreshments served

1005 S. Range, Ste. 100, Colby, KS 67701 785-462-8231

Watch out for insurance promotions

TOPEKA — Kansas Insurance Commissioner Sandy Praeger is advising consumers to be wary of "bait and switch" tactics solicited through advertising for investment opportunities that involve annuities or other forms of life insurance products.

Earlier this spring, she said, consumers complained to the Kansas Insurance Department about agents or companies using certificate of deposit incentives as a promotional tool to make a presentation for insurance products.

The department and a district

attorney's office reviewed the complaints and found that the advertising was misleading and confusing to consumers, the commissioner said.

"We want to make sure insurance producers provide accurate information and better disclosure in their promotional advertisements," she said. "Sales presentations that begin by talking about one investment and move quickly into another are not acceptable.

"Kansas consumers have the right to expect clear, concise information on insurance products."

Anyone with questions should call the department's Consumer Assistance Hotline, (800) 432-2484.

Local 4-Her wins state award

Rose Bear of Thomas County 4-H has placed as the second alternate in the Clothing and Textiles category in this year's Kansas State 4-H project competition.

State award recipients are selected by a statewide application process, during which project work the previous year, personal growth, development and leadership are considered, said Gary Gerhard, Kansas State University professor of 4-H youth development, who serves as the chairperson for the state awards. The awards were presented at the Emerald Circle Banquet in Manhattan on Thursday.

Award recipients earn a commemorative medallion, certificate and a \$400 travel award, provided by the Kansas 4-H Foundation Patron Sponsor Fund.

Although founded to supplement educational opportunities for rural youth, contemporary 4-H youth development focuses on helping young people build life skills that will help them interact as responsive citizens in a global

society. The basics, such as public speaking, foods and nutrition, and personal management, are staples within 4-H programs. Newer projects that also are pleasing to youth and families focus on Global Positioning Systems, robotics and the environment, Gerhard said.

LOCAL TV LISTINGS

sponsored by the

Tuesday Evening											June 9, 2009			
	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30				
KAKE/ABC	Kimmel	NBA Count	NBA Basketball				Local	Nightline	Kimmel					
KBSL/CBS	NCIS		The Mentalist		48 Hours Mystery		Local	Late Show-Letterman	Late Late					
KSNK/NBC	NHL Hockey						Local	Tonight Show	Late Nigh					
KSAS/FOX	House		Mental			Local								
Cable Channels														
A & E	The First 48		The First 48		The First 48		The First 48		The First 48					
AMC	True Lies						Stargate	Hutch						
ANIM	Whale Wars		Venom 911		I Shouldn't Be Alive		Whale Wars		Venom 911					
BRAVO	Housewives		Housewives		Housewives		Housewives		Housewives					
CMT	Extreme-Home		National Lamp.				National Lamp.							
CNN	Campbell Brown		Larry King Live		Anderson Cooper 360				Larry King Live					
COMEDY	Daily	Colbert	S. Park	S. Park	S. Park	S. Park	Daily	Colbert	S. Park	S. Park				
DISC	Deadliest Catch		Deadliest Catch		Out of the Wild		Deadliest Catch		Deadliest Catch					
DISN	Beethoven's 3rd		As the Be		Wizards Jonas		The Suite	So Raven	Life With	Cory				
E!	Hollywood Murder				Kendra	Kendra	Chelsea	E! News	Chelsea	Kendra				
ESPN	SportsCtr	NFL Live	SportsCenter Special		Baseball Tonight		SportsCenter							
ESPN2	WNBA Basketball		Billiards		Billiards		Billiards		NFL Live	NASCAR				
FAM	Funnies Home Videos		Funnies Home Videos		Funnies Home Videos		The 700 Club		Whose?	Whose?				
FOOD	Good Eats	Good Eats	Food	Cakes	Chopped		Good Eats	Unwrapped	Food	Cakes				
FX	Rocky Balboa				Rescue Me		Rescue Me		'70s Show	'70s Show				
HGTV	My First	My First	House	Buck	House	Stagers	Income	My First	My First	My First				
HIST	Apocalypse				Life After People		Mega Disasters		Apocalypse					
LIFE	Reba	Reba	Abducted		Will	Will	Will	Will	Frasier	Frasier				
MTV	Real World-Rd		Paris Hilton		Paris Hilton		Paris Hilton		True Life					
NICK	SpongeBob	SpongeBob	Home Imp.	Home Imp.	Lopez	Lopez	The Nanny	The Nanny	Fam. Mat.	Fam. Mat.				
SCI	Star Trek: Ent.		Star Trek: Ent.		ECW		Bitten							
SPIKE	CSI: Crime Scn		UFC Unleashed		Jesse James		UFC Countdn		CSI: Crime Scn					
TBS	Fam. Guy	Fam. Guy	Fam. Guy	Fam. Guy	Office	Office	Seinfeld	Seinfeld	Sex and t	Sex and t				
TCM	High Noon		Oklahoma!				From Here							
TLC	Jon Kate	Jon Kate	18 Kids	18 Kids	Little	Little	Jon Kate	Jon Kate	18 Kids	18 Kids				
TNT	The Closer		Law & Order		Law & Order		Saving Grace		Saving Grace					
TOON	Johnny T	Johnny T	6TEEN	6TEEN	King-Hill	King-Hill	Fam. Guy	Fam. Guy	Chicken	Aqua Teen				
TRAV	Bizarre Foods		Bizarre Foods		Bizarre Foods		Bizarre Foods		Bizarre Foods					
TV LAND	Roseanne	Roseanne	Roseanne	Roseanne	Roseanne	Roseanne	Roseanne	Roseanne	Roseanne					
USA	House		House		Law & Order: SVU		In Plain Sight							
VH1	School	Brooke	Daisy of Love		Daisy of Love		Work	Gotti Way	Charm School					
WGN	Uncle Buck				WGN News at Nine		Scrubs	Scrubs	The Bob & Tom Show					
Premium Channels														
HBO	Traveling Pants 2				True	Chris Rock: Kill								
MAX	A.I.: Artificial				Exit Wounds									
SHOW	Get Married?				Weeds	Nurse	Weeds	Nurse	Hot Tamales					

A drunk driver ruined something precious. Amber Apodaca.

Friends Don't Let Friends Drive Drunk.

Ad Council
U.S. Department of Transportation

18

Meadow Lake Golf Course & Lounge

GOLFING SEASON HAS JUST BEGUN!

Purchase a Season Pass and enjoy one of the top recreational sports in American that will fit your budget!

SEE YOU THERE!

785-460-6443
1085 E Golf Club Rd
Colby

MOVIES

NOW SHOWING
June 5th - June 11th

GHOSTS OF GIRL-FRIENDS PAST

Starring - Matthew McConaughey & Jennifer Garner
PG-13 1 Hour, 55 Minutes
Friday & Saturday 7:00 & 9:00
Sunday -Thursday 7:00

UP

PG 1 Hour, 36 Minutes
Friday & Saturday 7:00 & 9:00
Sunday -Thursday 7:00

FREE SUMMER MATINEE HOOK

Tuesday, June 9th @ 2:00 p.m.
PG 2 Hour 15 Minutes
Sponsored by: McCarty Dairy, Barnett Post 6882, Hi Plains CO-OP, and prairie Designs

Colby Cinema

1935 S. Range • 785-460-9600
www.colbycinema.com

Thomas County Community Foundation 2009 1 st Quarter Grants Awarded	
The following grants have made a difference in the lives of the good citizens in Thomas County.	
Cory R. Wang Memorial Scholarship	
CCC & Lindsay Frahm	\$486.00
CCC & Jake Cox	\$486.00
Total	\$972.00
J.R. Mattson Memorial Fund	
Colby Grade School	\$400.00
Kansas Health Children's Fund	
Colby Grade School	\$100.00
William 'Bill' Draper Memorial 4-H Scholarship	
K. Gertner/State 4-H Exchange	\$150.00
Th. Co. Attorney Special Law Enforcement Fund	
Girl Scouts of KS Heartland	\$300.00
Thomas Co. Historical Society	\$1,500.00
Total	\$1,800.00
Farmers & Merchants Th. Co. Amusement Fund	
Th. Co. Amusement Association	\$8,250.00
TCCF Director's Fund	
Genesis	\$200.00
City Police Special Law Enforcement Fund	
CCC & Tyler Anderson	\$750.00
CCC & Autumn Preston	\$750.00
Pioneer Memorial Library	\$702.00
American Legion Post #363	\$1,500.00
Total	\$3,702.00
George Tubbs Memorial Fund	
High Plains Shrine Club	\$400.00
Prairie Senior Living Center	\$400.00
Total	\$800.00
Total Awarded in 1st Quarter of 2009	\$16,374.00

Wednesday Evening

June 10, 2009

	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30
KAKE/ABC	Wipeout		Goode	Surviving	The Unusuals		Local	Nightline	Jimmy Kimmel Live	
KBSL/CBS	Christine	Gary	Criminal Minds		CSI: NY		Local	Late Show-Letterman	Late Late	
KSNK/NBC	Celebrity		Law & Order		Law & Order		Local	Tonight Show	Late Nigh	
KSAS/FOX	You Can Dance									
Cable Channels										
A & E	The First 48		Bounty Hunter		Tattoo	Tattoo	Gene Simmons		The First 48	
AMC	U.S. Marshals						In the Line of Fire			
ANIM	Raw Nature		Animal Nightmares		Night		Animal Nightmares		Night	
BRAVO	Top Chef		Top Chef		Top Chef Masters		Top Chef Masters		Top Chef Masters	
CMT	Extreme-Home		Stand by Me				Stand by Me			
CNN	Campbell Brown		Larry King Live		Anderson Cooper 360				Larry King Live	
COMEDY	Daily	Colbert	S. Park	S. Park	RENO 911!		Daily	Colbert	S. Park	RENO 911!
DISC	Time Warp		MythBusters		Pitchmen		Time Warp		MythBusters	
DISN	Aladdin		As the Be		Wizards	Montana	The Suite	So Raven	Life With	Cory
E!	Unsolved Crime				Patrick Swayze: THS		Chelsea	E! News	Chelsea	Kendra
ESPN	MLB Baseball				Baseball Tonight		SportsCenter		Baseball	NFL Live
ESPN2	NFL Live	MLS Soccer					Kobe: Doin' Work			NASCAR
FAM	Chronicles of Narnia						The 700 Club		Whose?	Whose?
FOOD	Chopped		Flay	Flay	Dinner: Impossible		Good Eats	Unwrapped	Flay	Flay
FX	The Rundown				The Rundown		'70s Show		'70s Show	
HGTV	Property	Property	House	Income	House	Renovatn	Amazing	My First	Property	Property

We Celebrate Hometown Life

Stories from hometowns just like yours. Look for us each week in this paper.