

Job Posting Checklist

Are your job postings attracting the best employees? Use this checklist to make sure your postings are working for you:



Job Description

Job descriptions should tell the story of the open position. It should include:

- Essential duties of the job
- Required and preferred qualifications
- Supervisory responsibilities (if applicable)
- Special working conditions
- Working environment
- How the job fits the company



Company Overview

What drives your business to do what it does? Share the “why” for your organization in your job posting to attract applicants who align with your company values and goals.



Benefits

Show off the reasons employees love working for your company. This can include benefits packages, work schedule, flexible work options, and other perks unique to your organization.

