

How to create a job description



Job title/about the job

Name of the position

Responsibilities

Define the position. Provide 5-10 primary duties. Using clear and concise language, carefully describe each to avoid miscommunication. Use bullets, a paragraph, or a combination of both.

Qualifications

- List in a way that a candidate can skim and know immediately if they are qualified.
- Make sure the qualifications and requirements listed are necessary.
- Examples of qualifications may include educational requirements, years of experience, and areas of experience.
- You may list preferred qualifications. Keep in mind that a long list of such qualifications can dissuade some good candidates from applying.

Compensation/salary

List a range from lowest to highest number. Adding “based on experience” is helpful too.

Company name and logo

Share name of organization and an image of the company logo.

Company description

- Company History: Provide the back story, including date of founding, and who was involved.
- Management Team: Details about who runs the company, and other key roles.
- Legal Structure and Ownership: Structure of the company, and who owns what percentage of it.
- Locations and Facilities: Details on location, work spaces or plans to acquire them.
- Mission Statement: A concise statement on the guiding principles of your company.

Benefits summary

List any retirement plans, healthcare plans, or other benefits provided the position.

Contact information

Include the email and phone number for the person candidates may contact with questions.

Application materials

List materials you require from applicants: resume, cover letter, transcripts, portfolio, or writing sample(s).

Application instructions and deadline

Provide clear and detailed instructions on how interested applicants should apply: email, online application, fax, or mail. Include the name and address of where the materials should be directed. Also provide how long will you accept applications: until filled, for two weeks, or for three days? Be certain the expectation is clear.