Creating a Great Job Description

Think of a current position you are trying to fill or one that you know your company may need in the future. Using the template and prompts below, in the right-hand column, identify critical elements to include in the job description. Check against checklist at bottom of back page.

Position Title	

About Our Company
What sets our company apart that we should include in our company description to attract the type of candidate we are looking for. Consider:
 	
      * company's mission   * culture
      * growth potential   * flexibility
      * non-monetary benefits * work environment	

Location Where will the work take place? Is the work all on site? Or can some of the work be done virtually? Is location metro accessible? Parking? Any amenities to highlight to entice candidates?	
Hours / Schedule How many hours will the job take? Is it full-time or part-time? Permanent or temporary/project? Could it be outsourced? What kind of flexibility can you allow to entice candidates?	
Pay Rate What is your budget for this position? Is there any variable component (e.g., commission)? If so, specify the earning potential. Will you provide health benefits? Other perks or benefits?	

Job Description What are the responsibilities of the job? To whom does it report? What are the goals? What else should the candidate know about the job that may be appealing or a turn-off? Consider: • Pace of the job and environment • Size of the company • Interactions required internally and externally (e.g. other departments, vendors, regulating agencies, etc.) • Work environment (e.g., collaborative, solo, structured) • Anticipated changes on the horizon • Special job challenges or nuances • Schedule challenges or nuances • Expected growth in responsibilities over time	
Requirements (Skills & Experience) What are essential (must-have) requirements of the job that are required for the candidate to succeed? Think about what has made employees who have filled this position in the past successful or unsuccessful? Consider: • Industry experience • Functional experience (years or level required) • Systems (specific system experience, level of proficiency) • Soft skills or character traits What additional skills and experience are preferred /nice to have?	

CHECKLIST: Is job description:

☑ **Complete** – We have included all relevant components of the job including title, company description, location, hours, schedule, pay, responsibilities and requirements.

☑ **Specific** – We have thought carefully about the job, analyzed its requirements and have conveyed in detail the qualitative and quantitative goals of the job, day-to-day responsibilities, pay and/or earning potential and essential requirements of a strong candidate.

☑ **Enticing** – We have highlighted components of the job and/or the company that differentiate us from other competitors and/or large companies and should entice candidates to want to apply.

☑ **Transparent** – We have revealed components of the job and/or the company that are unique and may be appealing to some candidates but not others.