

# 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.