

## Job Posting Template

Job Title: [Role Title]

Department: [Department Name]

Location: [Location/Remote/Hybrid]

Employment Type: [Full-time/Part-time/Contract]

Reports to: [Manager Title]

Salary Range: [Include if transparent compensation]

About [Company Name]

[2-3 sentences about your company, mission, and what makes you unique]

### The Role

[3-4 sentences describing the primary purpose of this role and how it fits into the bigger picture]

### What You'll Do

- [Primary responsibility #1]
- [Primary responsibility #2]
- [Primary responsibility #3]
- [Primary responsibility #4]
- [Primary responsibility #5]

### What You'll Bring

#### Required:

- [Essential qualification #1]
- [Essential qualification #2]
- [Essential qualification #3]
- [Essential skill #1]
- [Essential skill #2]

#### Preferred:

- [Nice-to-have qualification #1]
- [Nice-to-have qualification #2]
- [Bonus skill #1]

(template cont. on page 2)



## What We Offer

- [Benefit #1 - e.g., competitive salary]
- [Benefit #2 - e.g., health insurance]
- [Benefit #3 - e.g., flexible work arrangements]
- [Benefit #4 - e.g., professional development]
- [Benefit #5 - e.g., company culture perk]

## Our Values

[List 3-4 core values and briefly explain how they show up in daily work]

## How to Apply

[Clear instructions on application process, required documents, and timeline]

Application Deadline: [Date]

Expected Start Date: [Date]

## Internal Use Only

### Job Posting Checklist:

- Job description reviewed by hiring manager
- Salary range approved by leadership
- Posting reviewed for bias and inclusive language
- Interview panel identified
- Posting channels selected (LinkedIn, company website, etc.)
- Application tracking system set up
- Target post date: [Date]

### Approval:

- Hiring Manager: \_\_\_\_\_ Date: \_\_\_\_\_
- HR: \_\_\_\_\_ Date: \_\_\_\_\_
- Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

