# Job Posting

[Blue text denotes a field that needs to be changed by the user.]

[Optional Introductory Statement – something to grab the attention of the candidate]

## Position Title

[Title – use standard search terms your candidate will use to search online; don’t be overly creative.]

## About The Company

[Include a summary of your company’s culture, history and mission. What makes you different and attractive? What is it like to work at your company? Are you casual, flexible, team oriented, encourage individuality, etc.]

## Position Summary

[What does the role entail?. Sell the reasons why the position is important to the company. How would you describe the benefits of the position to someone face-to-face?]

## Minimum Requirements

[Responsibilities, tasks, required skills, certifications, experience etc. Provide enough information about the job qualifications and responsibilities so the candidate can self-assess whether they meet the position requirements and minimize unsuitable applications. What impact will the candidate have on your company? Your customers?]

## Benefits &Wages

[List any benefits, especially unique and tangible ones that may be of interest to candidates. If appropriate include compensation information. Can say the salary is dependent upon experience.]

## Location, Hours, Travel

[Indicate the location; if you’re in a sought-after location, trumpet that. Provide the hours of operation, if other than standard daytime. Explain if the job requires overtime during certain parts of the year. Explain if travel is expected and if it’s local, remote, international, etc.]

## FLSA & Employment Status

[Exempt or Non-Exempt, Full-Time or Part-Time, Shift (if applicable)]

## How to Apply

[Outline clear instructions for candidates about how to apply, what to include, and where to find answers to their questions. Include a link to your website, your career page, your application or contact information here if applicable. Also indicate whether they will need to meet special requirements such as a background check or a language test.]

The Company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

[**NOTE—if not also using the full employment application, include the following statement in your posting:** All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.]

Sample Posting

**Legal Disclaimer:** This document is intended for informational purposes only, and does not constitute legal information or advice. If you are seeking legal advice, you are encouraged to consult an attorney.

**Organization Name**

[Organization name] is dedicated to [organization’s mission] through [how the organization accomplishes its mission]. Our employees enjoy [e.g. a casual work environment, opportunities for development and a real opportunity to make a difference]

**JOB TITLE, LOCATION**

**[Full time/part time] $salary or wage**

[Organization name] is actively seeking [job title]. The [job title] [how the position contributes to the success of the organization and overall purpose]. This position reports to the [Title of Manager]. Key responsibilities include:

* [list key responsibilities and tasks]

Successful candidates will have:

* [list key requirements/qualifications from the job description].

**HOW TO APPLY**

For more information and a full job description visit [www.organizationwebsite.com](http://www.organizationwebsite.com). Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to [email@organizationemail.com](mailto:email@organizationemail.com) [by a certain date if there is a deadline.]

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit to [any special requirements e.g., criminal records check].