

RECRUITMENT CHECKLIST - WRITING A JOB DESCRIPTION

Company Overview
<input type="checkbox"/> Two strong concise paragraphs outlining your company mission, background, purpose and a general overview of what you do. Also include information on accomplishments and business results.
Reporting Line and Role Overview
<input type="checkbox"/> Reporting Line It is clearly outlined who the role reports to
<input type="checkbox"/> Summary/Purpose of role Provides an overview of the primary mission of the role and outlines 2-3 of the main functions with a brief explanation
Duties and Responsibilities
<input type="checkbox"/> Contains approximately 10 job responsibilities that are specific to the role & clearly described (i.e.: <ul style="list-style-type: none">- <i>Ensure all incoming phone calls are attended to in a prompt and courteous manner</i>- <i>Meet and greet clients and centre visitors and provide exceptional customer service</i>)
<input type="checkbox"/> Focuses on the key tasks and projects for the role
<input type="checkbox"/> Uses active voice to focus on actions and outcomes (i.e words like leading, overseeing, creating, engaging, developing etc.)
<input type="checkbox"/> Does not include any unnecessary jargon, acronyms, or abbreviations
<input type="checkbox"/> Does not contain discriminatory language (i.e young, fit, healthy)
<input type="checkbox"/> Information is written in simple complete sentences and bullet pointed
Skills and Experience
<input type="checkbox"/> Outlines essential qualifications required
<input type="checkbox"/> Lists essential experience & accomplishments
<input type="checkbox"/> Lists required skills and competencies
<input type="checkbox"/> Outlines necessary strengths and talents
<input type="checkbox"/> Summarises the necessary style and approach

- ☐ Lists any beneficial (but not necessary) skills and experience

Other

- ☐ Outlines Health and Safety requirements
- ☐ States 'other reasonable duties as required'
- ☐ List company values and behaviours (where applicable)