*A Few Quick Tips for Writing Job Descriptions:*

1. *Keep the description focused on them by using words like, “you” and “your”*
2. *Be as specific as possible (don’t use vague descriptions or words, or corporate speak)*
3. *Stay away from inflated requirements*
4. *Keep the copy brief, easy to read and to digest*
5. *Be honest about your culture, work environment, etc. - you’re bound to attract the right candidate for your team if you do!*

**The Company:**

<Here’s where you want to put your Employee Value Proposition (EVP). Candidates want to know what’s in it for them! Make sure you describe the 5 most important things here:

1. **Company culture:** positive relationships, team spirit, collaboration, alignment with company goals, etc.
2. **Work environment:** clear understanding of the employee’s role, healthy work-life balance, achievement, and recognition, etc.
3. **Career:** career stability, opportunities for development, evaluation & feedback, etc.
4. **Benefits:** PTO, healthcare, wellness programs, intangible benefits, etc.
5. **Compensation:** Salary + additional rewards and bonuses (several strategies around this: advertise a salary range, the lowest salary, the top salary, or choose not to list a salary at all!)

You may choose to list elements of these 5 important EVP factors throughout your job description. But, ensure each element is clearly communicated to your candidate.>

**The Job:**

<This is where you tell candidates about the job responsibilities - what they *get to do!*>

* <job responsibility 1>
* <job responsibility 2>
* <job responsibility 3 etc.>

**You:**

<This is where you list what you ideal candidate’s background looks like: years of experience, skills, software, etc.>

* <Requirement 1>
* <Requirement 2>
* <Requirement 3 etc.>

<**CALL-TO-ACTION**: Here’s where you ask them to apply. Ex. “**Apply Now -**

You can apply for this role now by sending us your resume! Don't forget to look at vacancies on our website and register as a candidate.”>