Job Title:	Date of posting:
Targeted posting sites:	

	Should be posted	Posting completed	Date posted
Indeed	☐	☐	
LinkedIn	☐	☐	
Company website	☐	☐	
Agency - *name*	☐	☐	
Industry association - *name*	☐	☐	
Other	☐	☐	

Instructions:

Think about how someone can be successful in this position.

  Is it someone who likes to work alone or on a team?
  Is it someone who is just starting a career or someone who has experience?
  Is it someone who has unique skills? List them.
  Is it someone who has certain management skills like project management, personnel management, budget management, etc?

What does your company do?

Write a summary of the services, products or technology that your company provides; what industry; typical clients; where you have locations; and where this position would be based.

Value proposition

☐ Think about why someone would join your company.
  o Why is working for your company a good thing for a candidate? Here are some examples.
    ▪ Leader in your industry
    ▪ Exciting technology
    ▪ Progressive benefits package
    ▪ Flexible work schedules
    ▪ Awesome work environment
    ▪ Etc.
☐ Is this a career advancement for someone? State why.
☐ Does your company have excellent benefits? Medical, dental, vision, 401(k), disability, leaves of absence, etc?

Write your value proposition.

Skills

List the skills from the job description.

Skills assessment List all that are needed	0	1	2	3	Years of Experience
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	

Education

List the education requirements from the job description.

Check the box that's appropriate.		Provide a course of study
High School Diploma	☐	
Associates Degree	☐	
Bachelor's Degree	☐	
Advanced Degree	☐	

Behaviors

List the behaviors, based on their ranking, from the job description.

Non-Managers	0	1	2	3
Team Work	☐	☐	☐	☐
Communication	☐	☐	☐	☐
Quality of Work	☐	☐	☐	☐
Customer Focus	☐	☐	☐	☐
Prioritizing	☐	☐	☐	☐
Process Improvement	☐	☐	☐	☐
Dependability	☐	☐	☐	☐
Integrity	☐	☐	☐	☐

Managers	0	1	2	3
Leading a Team	☐	☐	☐	☐
Change Management	☐	☐	☐	☐

Strategic Thinking	☐	☐	☐	☐
Planning and Organizing	☐	☐	☐	☐
Understanding Business Operations	☐	☐	☐	☐

Past experiences that are essential to be successful in this position:

Other