

JOB DESCRIPTION

Job Title:

Status:

Location:

Department:

Role Abstract

2-3 sentences about the position

Responsibilities

A high level and day-to-day summary of what the individual will be doing

Requirements

The education, job experience, and skills needed to succeed in the role

Nice to Haves

Additional interests, skills, or talents that could help an individual be particularly successful.

JOB DESCRIPTION (INTERNAL)

Job Title:

Status:

Location:

Department:

Manager:

INTERNAL USE ONLY

Compensation:

Overtime Status:

Commission Eligibility:

Role Abstract

2-3 sentences about the position

Responsibilities

A high level and day-to-day summary of what the individual will be doing

Requirements

The education, job experience, and skills needed to succeed in the role

Nice to Haves

Additional interests, skills, or talents that could help an individual be particularly successful.

JOB DESCRIPTION TIPS

Writing an accurate and compelling job description is key to finding the perfect candidate. Consider the below when completing this template.

Role Abstract

This is your chance to make a great first impression. This section should highlight why someone would want to work on your team and the value the position. This section should be 2-3 sentences long.

Responsibilities

Complete this section with short bullet points about day-to-day responsibilities. They should help a candidate visualize what it's like to work at your company. This section should not exceed seven bullet points.

Key things to consider:

- Start each line with an action verb in the present tense (e.g. drive, manage).
- Describe exciting and interesting things, but don't exaggerate.
- Avoid using internal jargon.

Requirements

This is your opportunity to describe a successful candidate. List the bare minimum requirements for the role in bullet points. Consider these items as “knock-out” criteria. This section should not exceed five bullet points.

Nice to Haves

This is an opportunity to describe the additional traits or skills that the ideal or even “unicorn” candidate might possess. Be sure to list the most important ones first. This section should not exceed four bullet points.