**Profle title**

This template is brought to you by Indeed, a leading job search engine.

| **Hiring Manager** | @ mention the hiring manager |
| --- | --- |
| **Recruiter** | @ Recruiter |
| **Job title** | e.g., Design Manager |
| **Job level** | e.g., M4 |
| **Type** | Full time / Part time / Contractor |
| **Desired start date** | e.g., |

**​ Company background**

This first section will likely be something you agree on company-wide. Collaboration between HR, Marketing, and Leadership is key to present the right voice.

This is where you show candidates what makes your organization stand out. Speaking in your brand voice, describe your organization's leadership style, core values, and ""wow"" factor.

* Add your text here

## Role Specifics

The below section should be customized to the role and the team. It's critical that the recruiter, hiring manager, and any interviewers involved in the process have a clear vision for the role and ideal candidate.

| **What** | **Content** | **Contributors** | **Approver** |
| --- | --- | --- | --- |
| Day in the life | In this role you'll get ...   * Describe the core function of the team, daily responsibilities, and special projects that will get candidates excited. | @ Talent acquisition  @ Team members  @ Hiring manager | @ Hiring manager |
| Must-haveskills | On day one we'll expect you to...   * Outline the skills a successful candidate must have. Don't be afraid to share what you don't want, too. | @ Talent acquisition  @ Team members  @ Hiring manager | @ Hiring manager |
| What separates the best from the rest | Added bonuses you have...   * List additional degrees or industry specific experience that will make a candidate stand out. | @ Talent acquisition  @ Team members  @ Hiring manager | @ Hiring manager |
| Team culture | Show some personality specific to your team that is in line with your company's brand voice and leadership style. | @ Talent acquisition  @ Team members  @ Hiring manager | @ Hiring manager |
| Selling points | Take this opportunity to sell candidates on your company. Why should they leave their job and work for you? What growth opportunities will they find? What makes your team the best? | @ Talent acquisition  @ Team members  @ Hiring manager | @ Hiring manager |

These final two sections are also likely things you'll agree on to use company-wide. Be sure to also have legal review any include any formalities here that are important to the specific region where the company is operating or hiring.

**More about our employees**

Share a profile of the typical employee, including characteristics that all employees must have to succeed in your organization. Then, describe what fun looks like on a day-to-day basis. This is a great place to talk about how teams bond.

* Add your text here

**💖 More about our benefits**

Highlight the benefits that make you stand out from the crowd first, but don't forget to include the basics.

* Add your text here