**List of JD Data Points**

**Basic Job Info**

* Job Title
* Job Code / Requisition ID
* Job Level (e.g., L5, Band 3 – internal grading)
* Department / Division / Business Unit
* Function / Job Category

**Job Posting Metadata**

* Duration of Contract (if applicable)
* Time Commitment (e.g., 40 hrs/week, flexible)

**Detailed Role Description**

* Job Summary / Objective
* Day-to-day Tasks
* Performance Indicators / KPIs
* Decision-making Authority
* Stakeholder Interactions

**Requirements Breakdown**

* Required Qualifications
* Preferred Qualifications
* Mandatory Certifications
* Legal Eligibility (e.g., “Must be authorized to work in…”)
* Background Checks / Drug Testing (if mentioned)
* Clearance Level (e.g., Govt, Military, Data Sensitivity)

**Skills (Deep Classification)**

* Hard Skills: Programming languages, tools, platforms, data skills
* Soft Skills: Communication, teamwork, leadership
* Domain Expertise: e.g., FinTech, Healthcare, EdTech
* Methodologies: Agile, Scrum, Six Sigma, Design Thinking
* Languages
* Skills Priority: Must-have / Nice-to-have (sometimes inferred)

**Compensation Details**

* Base Salary
* Bonus / Commission Structure
* Equity / Stock Options
* Benefits (dental, vision, 401(k), etc.)
* Relocation Assistance
* Sponsorship for Visas

**Work Environment**

* Work Model: On-site / Hybrid / Remote
* Work Location(s)
* Travel Requirements (% or specific destinations)
* Shift Type (e.g., Night Shift, Rotational)

**Career Path Info**

* Opportunities for Growth / Promotion
* Training & Development Programs
* Mentorship / Onboarding
* Succession Planning Tags (internal use)
* Link to Company Culture Page
* Careers Page

**Company Specs**

**Company Identity**

* Company Name
* Overview / What the Company Does
* Industry / Sector
* Year Founded
* Headquarters Location
* Global Presence / Number of Countries Operated In
* Company Size (Employee count range)
* Ownership Type (Private, Public, Startup, Non-profit, Subsidiary, Partnership)
* Company Type (e.g., SaaS, B2B, FinTech, D2C)
* Products / Services Offered
* Specialties / Core Solutions
* Growth Stage (Seed, Series A, Growth, IPO-ready, Enterprise)
* Key Markets or Clients Served

**Leadership & Team**

* Founders / Executive Team
* Leadership Bios or LinkedIn Links
* Board Members / Advisors
* Team Composition / Department Highlights

**Culture & Brand**

* Work Culture Highlights (e.g., fast-paced, collaborative, remote-first)
* Diversity, Equity & Inclusion Focus or Statement
* Sustainability / CSR / Social Impact Initiatives
* Recognition or Awards (e.g., Best Places to Work)
* Milestones & Achievements
* Media Mentions or Press Coverage
* Customer Success Stories or Case Studies
* What Makes the Company Unique / Differentiators
* Brand Voice (e.g., professional, playful, bold)
* Employer Brand Sentiment (inferred from tone/language)

**Hiring & Operations**

* Hiring Volumes / Team Size Growth
* Company Languages (e.g., English, Spanish)
* Workplace Model (Remote-first, Hybrid, On-site)
* Typical Hiring Regions

**Web Presence & Links**

* Company Logo
* Website URL
* Careers Page URL
* Social Media Links (LinkedIn, YouTube, Twitter, etc.)
* Employer Review Site Links (e.g., Glassdoor, Comparably)

**Resume Specs**

**1. Personal Information**

These are foundational identifiers and contact details — often used for initial screening or record creation.

* Full Name
* Email Address
* Phone Number(s)
* Location (City, State, Country)
* LinkedIn / GitHub / Portfolio URLs
* Date of Birth (if available)
* Nationality (occasionally relevant)
* Languages Known (with proficiency)
* Willingness to Relocate / Remote Preference
* Availability / Notice Period

**2. Professional Information**

This is the heart of the resume — providing insight into the candidate’s experience, skills, and capabilities.

**A. Summary & Career Objective**

* Personal Statement / Executive Summary
* Career Objective / Goals

**B. Work Experience**

* Job Title
* Company / Organization
* Start & End Dates
* Current Employment Status
* Job Location
* Roles & Responsibilities
* Key Achievements / Impact
* Employment Type (Full-time, Part-time, Freelance, etc.)

**C. Skills**

* Technical Skills
* Tools & Software
* Soft Skills
* Skill Level

**D. Certifications & Courses**

* Certification Name
* Issuing Authority
* Completion Date / Validity

**E. Projects / Case Studies**

* Project Title
* Description
* Role
* Tools / Technologies Used
* Business Impact

**F. Awards & Achievements**

* Title / Context
* Date / Institution (if applicable)

**G. Publications / Blogs / Patents**

* Title
* Publication Medium / Patent Office
* Link (if available)

**3. Educational Information**

This section validates academic background and relevant qualifications.

* Degree (e.g., B.Tech, MBA, M.Sc.)
* Specialization / Major
* Institution / University Name
* Start & End Year
* Grades / GPA  (if available)
* Certifications integrated with coursework (optional)