

# Job Aid Design Checklist



Created by Cody Glaze



**Clear, simple, and concise**



**Uses specific action words**



**Appropriate images and/or graphics**



**Color contrast and ample white space**



**Descriptive Title and additional resources**



**Visually appealing**



**Job aid type fits tasks and needs of user**

## Resources

- Coultis, S. (2019, May 17). How to Create Effective Job Aids. Retrieved July 14, 2023, from <https://waterbearlearning.com/create-effective-training-job-aids/#:~:text=To%20be%20effective%20for%20learning,straight%2Dforward%20and%20visually%20appealing>.
- Kienapple, B. (2022, October 7). How to Easily Create Job Aids [20+ Customizable Templates] [web log]. Retrieved July 14, 2023, from <https://venngage.com/blog/job-aid/>.