**Creating a Job Posting Checklist**

|  |  |
| --- | --- |
| **√** | **Did you include…** |
|  | A brief company description, including the industry in which you operate, the products or services you focus on, and the objectives you work towards |
|  | Company perks, such as benefits packages or flexible work hours |
|  | The position’s location and work environment |
|  | Specific requirements, including the skills, education, experience, and training you are looking for |
|  | The salary/hourly pay range you have budgeted |
|  | An indication of selection requirements, such as drug screens or criminal background checks |
|  | Contact information, including e-mail, fax, phone, and address, along with the preferred method of contact. |
|  | An “Equal Opportunity Employer” statement to demonstrate that your recruiting and hiring practices are based on job-related criteria only and that you do not discriminate on the basis of any federal, state, or locally projected class. |
|  | A proper format and flow that makes your ad easy to read and comprehend while maintaining the candidates’ attention |