

CHECKLIST

CREATING YOUR JOB ADVERTISEMENT

The candidates you attract through your job advertisements will only be as good as your job advertisement. We've curated a list of key things you need to include in your job advertisement. The list is written in the order we recommend these appear in the job advertisement.

- Job title specific to the job type and level you want to attract
- Salary, super and employment type (e.g. permanent, contract)
- Overview of the role and where the role sits in the team, identifying reporting lines and direct reports
- Identify specific job responsibilities in dot-point form
- Include a selection criteria in dot-point form
- Overview of the business emphasising the culture, vision, mission and values
- Instructions on how to apply for the role
- Contact details of appropriate person within your business

