

JOB ADVERTISEMENT



TEMPLATE



JOB ADVERTISEMENT | ROLE TITLE

Role Title: [What is the job and level you want to attract with your ad?]

Employment Type: [Is the role full-time, part-time, contract etc.?.]

Salary: [What is the base salary, super or total package? Research industry rates.]

Location: [Where will this role be based?]

WHY THIS IS THE BEST 'JOB' YOU'LL EVER HAVE

[Include a few brief bullet-points on the perks benefits of working for you!]

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ABOUT THIS OPPORTUNITY

[In a few sentences overview the role, its purpose within your business and key characteristics of your ideal candidate. You want to sell the role and hook the applicant into reading more.]

RESPONSIBILITIES

[List in succinct bullet-points the responsibilities of this role from more frequency completed to least frequently completed. If you're hiring for an existing role, utilise the knowledge of the staff member in that role in order to complete this. If you're hiring for a new role, do a deep-dive into what gaps this role will be filling and/or what tasks it will be gaining responsibility for from other roles.]

Responsibilities include but are not limited to:

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-
-
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CAPABILITIES, SKILLS AND EXPERIENCE

[List in succinct bullet-points the essential and desirable capabilities, skills and experience required for this role. You may wish to include two separate lists - one for 'essential' and one for 'desirable' depending on the quantity of requirements you are communicating.]

Essential:

-
-
-
-
-

Desired:

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-
-
-
-

QUALIFICATIONS

[List the essential and desirable licences, certifications, degrees or any other relevant qualifications relevant to this role. You may wish to include two separate lists - one for 'essential' and one for 'desirable' depending on the quantity of requirements you are communicating. Alternatively, you can simply write whether it is essential or desirable directly next to it]

SELECTION CRITERIA

[Optional - It can be helpful for both yourself and the candidate to include selection criteria in your job ad. The selection criteria is a great way for you to benchmark your candidates and gain clarity on their true applicability for a role. It's also a great way for you to communicate with candidates on what you expect from them, and will help with candidates filtering themselves out of the process if they don't meet the criteria.

Your selection criteria should list about 5-6 key competencies required for the role. You may ask candidates to directly address the selection criteria in their cover letter in order for you to filter the candidates with more ease.]

- 1.
- 2.

3.

4.

5.

ABOUT US

[Include a brief paragraph on your business , what you do, key business accomplishments and your culture, vision, mission, values.]

HOW TO APPLY

To apply, please submit your [list items to submit e.g. resume, cover letter, work samples etc.] to [list an email or link where they submit their application] by the [include the closing date for applications].

Applications will be reviewed immediately and short-listed candidates will be contacted for next steps. [Edit to suit and post any additional info on next steps]

Questions? Please contact [include the contact details of whomever applicants should direct questions].



THE ENTOURAGE

ACCELERATE