

Critical Elements of a Job Description Checklist

☐ **Job Title**

You want to ensure the job title is listed and very clear when listing a job. The job title is often the first thing applicants come across when searching for a job and could be the difference between submitting an application or passing on your opportunity. The job title should also reflect the responsibilities of the job listing.

☐ **Responsibilities**

While every single duty of an employee cannot be fully summarized, you should do your best to ensure the critical components of the job are listed. Paint as realistic a picture as possible for applicants to understand what the job entails before the applicant hits submit. Clear responsibilities will also assist you during the hiring process.

☐ **Expectations**

Job expectations are different from responsibilities. As an employer, you know what is essential for your business to run efficiently. Use precise details for the applicant what you expect of your employees generally and then specifically for the job title—timeliness, honesty, and integrity in the workplace, etc.

☐ **Pay**

Pay is a motivating factor for applicants when seeking a job. They want to know if the job will be sustainable for their lifestyle needs. Many applicants skip over certain job listings due to a lack of transparency regarding paying. Being honest about the pay on the front end will ensure you receive quality candidates who are knowledgeable about the position and are ready to fulfill that role.

☐ **EEOC Statements/Requirements**

You *always* want to ensure you are complying with EEOC requirements. Include the EEOC compliance statements on the job application and posting to inform applicants of your commitment to equality.

☐ **Next Steps**

Communicate to the applicant the next steps of the hiring process. The following steps include a rough turnaround time from when the application is submitted to their next point of contact. You may also have information about how long the job will be listed on the site or system you are using when looking for an applicant to start work and other pertinent information.

☐ **Contact**

Always make yourself or someone within your company available for questions about the job. A phone number or email address for communication goes a long way—especially when an applicant needs a response in a shorter amount of time than you are providing.