

Basic Job Description Template

Company Name

Position title

Hour requirements

(full-time, part-time, freelance)

About us

Brief description about the company/organization, including where the company is located, what it does, what product it offers, mission statement, and global partnerships.

General information about the proposed position, including who they might report to, the main duties and responsibilities expected of them, a reiteration of hour requirements, and the way that the position synergizes with the company as a whole.

A high-level look at the traits of an ideal candidate, including experience, expectations, and characteristics.

As a [job title],
you will:

- Bulleted list of duties and responsibilities
- Prioritize by main duties first
- Consider who they might have to work with on a day-to-day basis
- Will the candidate be responsible for any tracking, reporting, or other evaluation of results?
- Try to list at least 6-10 duties and responsibilities

A qualified
candidate
will have:

- Bulleted list of requirements and qualifications
- Consider any work experience or degree requirements
- Maintain specificity

Preferred
skills include:

- Bulleted list of skills or characteristics that might give a candidate an extra edge but are not required
- May include certain characteristics or soft skills
- Consider tools or programs that team members frequently use

Benefits:

- Bulleted list of benefits and compensation
- Provide salary range if necessary
- Include paid time off and paid holiday information, retirement benefits, healthcare
- Consider other benefits not directly related to compensation (flexible hours, hybrid/remote work, paid subscriptions to apps or periodicals)

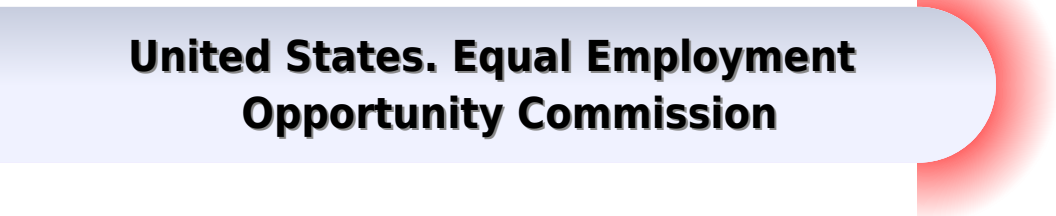
Contact us
to apply

Provide contact information for interested parties to apply, including information about what to include in an application. This section may be replaced entirely with an online form.

V1: 11/22/26

Use Of Written Job Requirements

**United States. Equal Employment
Opportunity Commission**



Use Of Written Job Requirements:

Writing Job Descriptions Alan Fowler, 2000 Guides you systematically through the whole process of writing a job description This book includes practical help on deciding what to include with full length examples for simple and more complex jobs defining essential job constituents and maintaining flexibility while avoiding contractual difficulties 5

Mistakes Everyone Makes with Job Descriptions and How to Avoid Them, 2006 **Technical Assistance Manual on the Employment Provisions (Title 1) of the Americans with Disabilities Act** United States. Equal Employment Opportunity Commission, 1993 Provides official guidance to employers and persons with disabilities on the practical application of the legal requirements established by the ADA and EEOC regulations Includes a comprehensive directory of resources to aid in compliance Subscription service consist of basic manual and supplementary material issued for an indeterminate period Looseleaf punched to fit 3 ring binder **Technical Assistance Manual on the Employment Provisions (Title 1) of the Americans with Disabilities Act**, 1992 **A Technical Assistance Manual on the Employment Provisions (Title 1) of the Americans with Disabilities Act** United States. Equal Employment Opportunity Commission, 1992 **Statistical Series** United States. Children's Bureau, 1967 **A Technical Assistance Manual on the Employment Provisions (Title 1) of the Americans with Disabilities Act**, 1992 *Human Resource Management, 11th Edition* Raymond J. Stone, Anne Cox, Mihajla Gavin, Joseph Carpini, 2024-06-04 The new edition of Raymond Stone s Human Resource Management is an AHRI endorsed title that has evolved into a modern relevant and practical resource for first year HRM students This concise 15 chapter textbook gives your students the best chance of transitioning successfully into their future profession by giving them relatable professional insights and encouragement to exercise their skills in authentic workplace scenarios *OE [publication]*, 1970 *The Handbook of Model Job Descriptions* Barry Cushway, 2008-03-03 Providing over 200 job descriptions and updated to take account of the new Age Discrimination legislation this book is the most comprehensive and up to date resource available to create meaningful descriptions for your employees This book offers a unique time saving approach in the form of a job description builder which allows you to select featured job elements and build a complete and well structured job description Divided into two parts the first enables quick and easy assembly and personalization of any job description across a wide range of sectors such as administration and management finance and accountancy and human resources Part Two allows you to select from hundreds of job elements such as providing care and guidance client relations and project management This edition provides online access to each job description so you can personalize them to suit your own circumstances saving hours of valuable time

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