



Job posting checklist

Sorry to say, but posting generic job listings won't give you quality candidates.

This checklist takes the guesswork out of job postings, ensuring you stay on track without the stress of missing any crucial steps.

- ☐ Define the job title clearly.
- ☐ Write a concise, engaging job summary.
- ☐ List the essential job duties and responsibilities.
- ☐ Specify required skills, qualifications, and experience.
- ☐ Highlight any preferred qualifications.
- ☐ Include details about the team and company culture.
- ☐ Define clear KPIs or performance indicators.
- ☐ Ensure the description aligns with company branding.
- ☐ Specify the salary range or mention if it is competitive/negotiable.
- ☐ List benefits offered (healthcare, PTO, retirement plans).
- ☐ Include any bonuses, commissions, or perks.
- ☐ Use relevant keywords for better searchability.
- ☐ Ensure the job title matches standard search terms.
- ☐ Proofread the job post for grammar and clarity.
- ☐ Test readability on different devices (desktop, mobile).
- ☐ Include an equal employment opportunity (EEO) statement.
- ☐ Ensure job posting adheres to local labor laws.
- ☐ Mention any specific requirements (e.g., work authorization).
- ☐ Post on the company's careers page.
- ☐ Share on job boards (e.g., LinkedIn, Indeed, Glassdoor).
- ☐ Distribute via social media channels (LinkedIn, Twitter).
- ☐ Inform internal recruitment channels (referrals, internal job board).
- ☐ Notify relevant recruitment agencies if necessary.
- ☐ Set up applicant tracking in your ATS.
- ☐ Schedule reminders to review and refresh the job post.
- ☐ Monitor applications regularly.