

# Job Description Template



## Job Title

### Description of Role:

You will want to include a description of the general nature of the role itself and the qualities that your ideal candidate should possess. This could include details such as attitude, soft or technical skills. Define what success within this position will look like, what the purpose of the role is and how it fits into your organization.

### Description of Organization:

Use this section to describe your organization, it's values and mission/vision. Additionally, details about company culture or working conditions can be included here, as well.

### Key Activities, Responsibilities and Duties:

- List the essential duties required to carry out this job in order of importance.
- Use complete sentences.
- Start sentences with verbs.
- Use the present tense.

### Qualifications:

#### *Required*

- Includes:
- Education level
- Experience
- Specialized skills or knowledge
- Personal characteristics
- Certifications/Licenses
- Physical requirements

#### *Preferred*

- List non-mandatory but ideal qualifications here

### Salary/Benefits:

Though it's not a requirement, including information about salary and benefits can help you find candidates. This can include a salary range, PTO details, number of paid holidays, and other details.

### How to Apply/Application Deadline:

List what materials should be provided and how/to who. Include your application deadline or first review date.

List other relevant details, such as Equal Opportunity statements or veteran's preference eligibility, at the close of the document.