

## **Tips for Writing an Effective Job Description**

**Position Title:** The job title is the first thing students see when they conduct a job search. Therefore, the job title is the most important part of writing a great job advertisement. Be clear in what you are looking for. It should accurately reflect the nature of the job and the duties being performed. It should be self-explanatory for recruitment purposes (in most online job searches, the job title is the main keyword searched).

**Job Location:** Note here which campus the position is at. You may be more specific here also and give the office location.

**Application Deadline:** Having an application deadline is important as it creates a sense of urgency to apply to the posting and ensures you get a quick response.

**Job Description:** Be accurate about the duties and responsibilities of the position – don't understate or overstate them

- Describe the desired results of work, rather than the method of accomplishing them. E.g. accurately input customer information into database.
- Try to keep sentences short and to the point. Make the content easy on the eye, do not write it all in capitals.
- Use clear, concise language. Don't use ambiguous or elaborate language.
- Begin each statement with a strong, action verb describing the activity. Use present tense. E.g. performs, drives, cooks, coaches, monitors, plans, etc
- Be sure to list any specialized skills, training, or experience that will be beneficial but not required for the position. It is important to differentiate between skills they 'must have' and skills that 'would be nice to have'.
- Be detailed, but don't create an unrealistic job no one could possibly fulfill.

**Required Skills/Qualifications/Experience:** Skills are activities the candidate can perform based on what they have learned in the past, or from qualifications they have obtained. List any skills, qualifications or experience that are required for the position. Remember that although some skills are nice to have, only list those that they must have.

**Comments:** In this section highlight any additional information. Examples may include additional method to apply; note that applicants must send resume and/or cover letter and/or portfolio, etc.; a detailed job description, or any other notes, such as specific hours that you need the student to work; and direct students to your website for more information.

**NOTE:** This is also the space to note if the position is either **Work Study Only** or **International/Out of Province students are welcome to apply.**

Tips adapted from <http://www.senecac.on.ca/employers/resources/writing-job-description.html> and <http://recruitloop.com/blog/how-to-write-a-job-description/>