

Job Post Template

[Title of Job], [Location of Job]

Company: [Brief description of the company, including key milestones and successes]. For our employees, we provide [list all perks and benefits, formal and informal, such as proximity to bus routes, childcare, facilities, competitive wage, etc.]. For more information about the company, visit our [website, office, call staff].

Job Description: Your main responsibilities will be [give a detailed overview of the responsibilities of the position]. On a day-to-day basis, you will be expected to [list the main tasks associated with the job]. To achieve this, you will be working [alone, as part of a team, as leader of a team, etc.].

Requirements and Qualifications: We are looking for a [explain the type of person you are looking for: e.g. motivated, good leader, self-starter, etc. Be sure to use gender-neutral language (take a look at Appendix 1.H, or try out this website: www.gender-decoder.katmatfield.com)]. You must have completed [educational requirements] and will have a minimum of [years/qualifications] of experience in [type of work]. You will have demonstrated strong skills in [name skills, e.g. time management, organization skills, leadership, communications skills] and will be [note any special requirements that the person will need to meet; for example, willing to travel, available for weekend and evening work, available on short notice, able to lift 50 pounds, etc.].

Equal Opportunity Statement (such as Example 4, taken from Appendix 1.A):

[Company name] is an Equal Opportunity Employer and Prohibits Discrimination and Harassment. All qualified applicants are welcome to apply and will receive consideration for employment based on company needs, job requirements and individual qualifications. Applicants will be considered without regard to gender, marital status, gender identity or expression, sexual orientation, national origin, race, color, religion or belief, age, physical or mental disability or any status protected by the Employment Equity Act.

How To Apply: Applications may be submitted by [mail, e-mail, fax, etc.] no later than [deadline for applications] to: [contact details].

Keywords: If this information is being prepared for use in an Internet posting, include keywords so that job seekers are directed to the posting easily.