Effective Job Description Writing

Provided by **LBMC** EMPLOYMENT PARTNERS

1. Clear and Simple Language
• Use plain English to describe responsibilities.
• Avoid jargon or complex terms.

2. Job Title
• Reflect the role's responsibilities fairly.
• Align with industry standards for clarity.

3. Company Overview
• Outline your business goals and culture.
• Highlight unique benefits to attract interest.

4. Job Summary
• Provide a brief overview of the position's purpose.
• Mention the primary responsibilities.

5. Detailed Responsibilities
• List key tasks and duties.
• Give a clear sense of day-to-day activities.

6. Qualifications and Skills
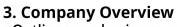• Clearly define required skills and qualifications.
• Helps filter out unqualified applicants.

7. Growth Opportunities
• Mention any paths for career advancement.
• Appeal to candidates seeking long-term roles.