



JOB DESCRIPTION BUILDER

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Fill out this document for each of your company's roles.

Title:	Ideal Start Date:
Number of Openings:	Compensation:
Work Schedule:	Location:
Job Responsibilities: <ul style="list-style-type: none">• <i>Please include all job specific responsibilities</i>	
Basic Qualifications (Must Haves): <ul style="list-style-type: none">• <i>Knowledge, Skills, Abilities</i>• <i>Education, Licenses, Certifications</i>• <i>Experience</i>	
Preferred (Nice to Have): <ul style="list-style-type: none">• <i>Knowledge, Skills, Abilities</i>• <i>Education, Licenses, Certifications</i>• <i>Experience</i>	
Work Environment: <ul style="list-style-type: none">• <i>Indoors/Outdoors</i>• <i>Standing</i>• <i>Physical Labor</i>• <i>Client Facing/Back Office</i>	
Key Screening Questions: <ul style="list-style-type: none">• <i>Please list 3 - 5 key questions you want answered before speaking to a candidate</i>	
Benefits, Perks, PTO:	
Contingencies: <ul style="list-style-type: none">• <i>Drug Screen</i>• <i>Background Check</i>	
Direct Supervisor:	Interview Team:
Department:	Department Size:
Training:	