

Insert Company
Logo Here

JOB POSTING TEMPLATE

Title of Job

Give a brief history of the company:

Give a brief day to day overview of what the job position will be doing.

Essential Duties and Responsibilities:

- List daily tasks/responsibilities
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Knowledge/Skills/Abilities:

- List knowledge/skills/abilities of the person you want to hire
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Requirements:

- Enter any requirements needed to perform the job, such as education or knowledge
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Physical Demands:

- List any physical requirements/demands. Be as specific as possible to ensure those who may need accommodations are able to have them or have an understanding that the job may not be a good fit.
- Describe the work environment employees will be in and could encounter when working.

Employee Perks:

- List any perks the employees will receive such as PTO, benefits, paid holidays, early out days, etc.

Job Type: Full Time or Part Time

Job Location: City and State of job

This SAMPLE form is meant as a starting point for documentation by Helpside's clients. As such, Helpside has not created it to apply to a client's particular circumstances. Thus, the content should not be regarded as legal advice and not be relied upon as such. In relation to any particular problem, clients are advised to seek specific advice. Finally, please note that relevant laws may change after publication of this form.

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