

DEVELOPING EXCEPTIONAL RECRUITERS

Perm/Specific Role Job Advertisement template

Job Title:

The Company

5 sentences

- What do they do- what is their overarching mission
- Size, location, reach (national, global).
- Successes and Achievements
- Culture and environment
- Future plans/where are they heading- eg growth/scale/projects/product

The role

5 sentences

- Overview/Summary of the role-what is its key purpose
- Best parts/Key selling features of the role
- Team demographics/team culture
- Learning, development, and growth opportunities
- Flexibility/lifestyle

Duties and key responsibilities

x5 bullet points summarising the role

Skills and Experience

3 sentences bringing to life the ideal candidate based on your profile- consider personality, skillset, background, culture fit, motivation & desires

- It is essential you have: List 3 bullet points
- It is desirable you have: List 3 bullet points

If you do not meet the role criteria, but are still interested in working for/with us, please also get in touch for more info on our other available positions!



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The Benefits and Culture

2 sentences:

- People enjoy working here because...
- We love recruiting for them because...

Benefits in bullet points including:

- Financial benefits
- Perks/discounts
- Office space
- Career development/progression
- Work/life balance or flexibility
- Any other benefits

How to apply

- Be specific and tell them what you need from them- CV, Cover Letter, References etc- might be different for each role
- Include next steps to avoid confusion- 'Once we have received your application you can expect...



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