

DEVELOPING EXCEPTIONAL RECRUITERS

Generic Temp/Expressions of Interest Job Advertisement template

Job Title:

The Company
(Your agency and the types
of clients you work with)

5 sentences

- Overview of your agency- what you recruit, years of experience
- Awards/Accomplishments of your agency
- Values of your agency
- Overview of the types of clients you work with including their cultures and main selling points
- 1 main reason why they should work with your agency (over your competitors)

The role

5 sentences

- Overview/Summary of the roles you recruit
- Best parts/Key selling features of the roles
- The types of teams you work with
- Learning, development and growth opportunities by temping with you
- Our opinion on what makes temping a great opportunity

Duties and key responsibilities

x5 bullet points summarising the roles you recruit

Skills and Experience

3 sentences bringing to life the ideal candidates you recruit- 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 how else we can help you.



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The Benefits

2 sentences:

- People enjoy temping with us because...
- We love recruiting for our clients because...

Benefits of temping with your agency bullet points including:

- Financial benefits
- Perks/discounts
- Locations and clients offices
- 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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