

Job Description Sample

Company _____

Job Title:		Job Category:	
Department/Group:		Job Code/ Req#:	
Location:		Travel Required:	
Level/Salary Range:		Position Type:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
FAX OR E-MAIL: (425) 555-0123 or someone@example.com Subject Line: Attention: [Recruiting or HR Department RE: Job Code/Req# and Title]		MAIL: [Recruiting Contact or Hiring Manager] [Department, Company Name] [P.O. Box] [Street or Mailing Address with ZIP Code]	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>[Type a description of the essential roles, responsibilities and activities a candidate can expect to assume in this position, using the Details style. For bullets, use the Bulleted List style.]</p> <ul style="list-style-type: none"> • [Bulleted list item] • [Bulleted list item] <p>[For a numbered list, use the Numbered List style.]</p> <ol style="list-style-type: none"> 1. [Numbered List item] 2. [Numbered List item] <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>[Type a description of the work experience and educational background that a candidate should have when applying for position. Use the Details, Bulleted List, and/or Numbered List styles as needed.]</p> <p>PREFERRED SKILLS</p> <p>[Type a description of any additional skills or experience that would be considered favorable for a candidate who is applying for this position. Use the Details, Bulleted List, and/or Numbered List styles as needed.]</p> <p>ADDITIONAL NOTES</p> <p>[Type any additional notes if needed.]</p>			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	