



3A.8: Sample Job Posting Template

INTRODUCTION AND INSTRUCTIONS

This Sample Job Posting can be used for advertising open positions. You can adapt it based on what the most pressing needs for each position are.

Job Description			
JOB TITLE			
JOB NUMBER / ID		PREPARED BY	
START DATE		DEPARTURE DATE	
JOB LOCATION		WORK SCHEDULE	
JOB TYPE		SALARY	
POSITION DETAILS			
PURPOSE OF THE WORK			
DUTIES AND RESPONSIBILITIES			
WORKING CONDITIONS			
PHYSICAL CONSIDERATIONS			
SUPERVISION RECEIVED			
PPE AND TOOLS			
OTHER CHARACTERISTICS			
QUALIFICATIONS			

MINIMUM EXPERIENCE REQUIREMENTS	
HEALTH AND SAFETY HIRING REQUIREMENTS	
MINIMUM EDUCATION REQUIREMENTS	
SKILLS REQUIRED	
OTHER	

REVIEWED BY: NAME AND TITLE		APPROVAL DATE	
		REVISION DATE	