Professional Diversity Network

Job Description Checklist

Title

- ☐ 1-3 words (or +12 if including salary)
- ☐ Contains targeted job keywords
- ☐ Uses current industry-standard job titles
- ☐ If any industry or technical knowledge is required, it is indicated in the title

Location

- ☐ Main office address
- ☐ Work environment type (in-office, hybrid, or remote)
- ☐ Mentions all available accessibility resources

Responsibilities

- ☐ Day-to-day tasks
- ☐ Long-term projects
- ☐ The direct supervisor and department
- ☐ No more than 300 words
- ☐ Uses inclusive language
- ☐ Balances specific and general information

Qualifications & Benefits

- ☐ List of necessary hard, soft, and "nice to have" skills
- ☐ Years of experience
- ☐ Level of academic achievement or certification
- ☐ Bullet point list of employee benefits

About

- ☐ Explains the company mission and values
- ☐ Highlights diversity, equity, and inclusion initiatives
- ☐ Examples of the company culture