**Attachment 4 - Job Posting Checklist**

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|  | **JOB TITLE** - When you write your title, include the name of the position and the top one to three things that will make the job attractive to an applicant. |
|  | **JOB DESCRIPTION/ROLE** - The position overview is typically written in paragraph form and gives job seekers a general idea of what they’ll be doing day-to-day. Keep your statements short, but don't be afraid to incorporate descriptive words to make them more interesting and exciting. |
|  | **JOB RESPONSIBILITIES** - Highlight the five most essential job duties. It’s best to use bullet points when listing job responsibilities so that that job seekers can quickly scan them. |
|  | **QUALIFICATIONS AND SKILLS NEEDED** - Start out by listing the “required skills” for the job. These are skills, educational achievements, and experience that are absolutely necessary to perform the job. Finish the list with your “preferred skills.” |
|  | **SALARY** – Include started salary for the position. |