

Instructions for Staff

Job Posting - Standard

About the Document

| name | OP-ALL-2450-M. Job Posting - Standard |
|--------------|---|
| owner | HR |
| access & use | All Staff |
| what it is | Company job posting template used for all positions below Director level |
| who uses it | CUSTOMIZER: Hiring Manager or HR typically completes this job posting template for each advertised position |

Working with the Document

- Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- If required, you can copy and paste to add additional sections to the job posting.

Instructions

- 1. Save a copy of the job posting. In the file name, include the unique position number and the position title.
- 2. Complete the applicable sections of the job posting.
- 3. Extract relevant information from the position's completed *JE-ALL-3530-M. Job Description Form* or from *JE-ALL-3510-R. List of Competencies*.
- 4. Modify the content to create more compelling job posting copy.
- 5. Save the file.
- 6. Once your job posting is final, create a PDF version for distribution.

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