

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.