

## About the Document

<b>name</b>	OP-ALL-2470-M. Job Posting – Creative
<b>owner</b>	HR
<b>access &amp; use</b>	All Staff
<b>what it is</b>	<p>An example of a creative job posting</p> <p>Used for creating a job posting that is:</p> <ul style="list-style-type: none"> <li>◆ Original, both in format and content</li> <li>◆ Stands out from the crowd and clearly demonstrates the Company’s personality, culture, and values</li> <li>◆ Aimed at targeting individuals who may appreciate creative or non-conventional approaches</li> </ul>
<b>who uses it</b>	HR and Hiring Manager determine if the use of this edgy, 'outside the box' job posting is appropriate for the position, and then modify and complete the document

## 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. Note this job posting is created in a table. Turn on **View Table Gridlines** to view and modify the posting’s cells.
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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