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Essential Criteria for a Solid & Successful Job Posting





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- A description of your company
- A description of the job
- Qualities your ideal candidate possesses
- Qualifications required for the position
- Any 'Must Have' skills or requirements
- Type of position (full or part time, hourly / salary)
- Salary range
- Benefits
- Location of the position (remote, hybrid, in office)
- Additional information like a hiring video or more info about your company you'd like them to know when applying



We hope you found this checklist helpful for writing your next job post!

[Please feel free to use this free template.](#)

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