Effective Job Description Template

TITLE ──────────────── Job title here

OVERVIEW ──────────── This section includes two or three sentences that describe the role, provide some context, and show how it fits into the company's strategy.

ACCOUNTABILITIES ──────────

- Up to five accountability statements that clearly define a specific expectation and align it with a SMART (specific, measurable, achievable, relevant, timely) goal.

- Accountability statement #2

- Accountability statement #3

- Accountability statement #4

- Accountability statement #5

SKILLS AND REQUIREMENTS ──────── Include any education, certification, hard skills, or experience that is required by the role.

ABOUT THE COMPANY ──────── Describe the company, location, size, key markets and any other important points. Include the mission and vision statements, and provide some insight into the unique culture and values your organization supports. Provide the company's URL so that candidates can learn more.

EEO STATEMENT ──────── Include a statement that defines your company's commitment to being an equal opportunity employer.

APPLY ──────────── Provide clear instructions on how to apply for the position.