Position description checklist

When creating any position description, the following items are recommended. These details will be very helpful to job seekers and will ensure your position appeals to the most appropriate candidates – providing better qualified candidates and saving you time.

Thank you for choosing to advertise your openings with St. Thomas!

About your company
- ❑ Name of hiring organization
- ❑ Brief description of organization
- ❑ Organization website URL

About the job
- ❑ Position title (if posting an internship, it's helpful to include the time period, e.g., Finance Intern – Spring)
- ❑ Position Type (e.g., internship, job, seasonal/temporary)
- ❑ Full-time or Part-time

- ❑ Job Function (e.g., accounting, advertising, administrative, etc.)

- ❑ Position description – basic duties and responsibilities. *If Internship, please include Internship duration within position description, e.g., summer, academic year*

- ❑ Location(s) of job or internship
- ❑ Salary/ hourly wage (sharing even a range could incentivize and make your position stand out)
- ❑ Start date desired

About the desired candidate
- ❑ Student Status (e.g., Freshmen, Sophomore, Junior, Senior or Alumni)
- ❑ Desired Degree (the minimum education credential required or in process? E.g., bachelors, masters, etc.)
- ❑ Desired Field of Study (If only specific academic majors are qualified, note)
- ❑ Qualifications (traits, special skills desired)

About the application process
- ❑ Application deadline date
- ❑ Documents required (what documents do you wish to receive? E.g., Letter, resume, etc.)
- ❑ Application instructions (documents emailed, applicant fills out form on your website, or college's job posting system – Handshake – collects resumes for you & forwards)
- ❑ Contact person with name, email and/or phone number