

Writing the Job Posting Checklist

- Log onto NEOED to start a job description request. See how-to resources for instructions. If you do not have the current job description, email aweil@whitworth.edu to request the document be added to NEOED.
- Review best practices document.
- Write an accurate and engaging position summary:** Write a concise and inclusive summary that highlights the key responsibilities of the position, how the role supports the mission and strategic plan, and how candidates will interact with students and colleagues in work related to equity, diversity and inclusion.
- Review and update core responsibilities:** Review main buckets of work to ensure you are communicating accurately what candidates will do in the job. Provide 3-6 supporting bullet points that will bring clarity to what work will be done.
- Develop qualifications:** Use the Criteria Matrix to review and develop the qualifications, skills, knowledge and abilities that communicate what a candidate will need to be successful in the position.
- Add important position details:** Add important information about the position like what schedule the candidate can expect to work, any development opportunities, etc. You can get creative! HR will add boilerplate information in this section.
- Complete the first three columns in the Criteria Matrix to match the qualifications listed in the posting.
- Submit the job description for final approval by HR.