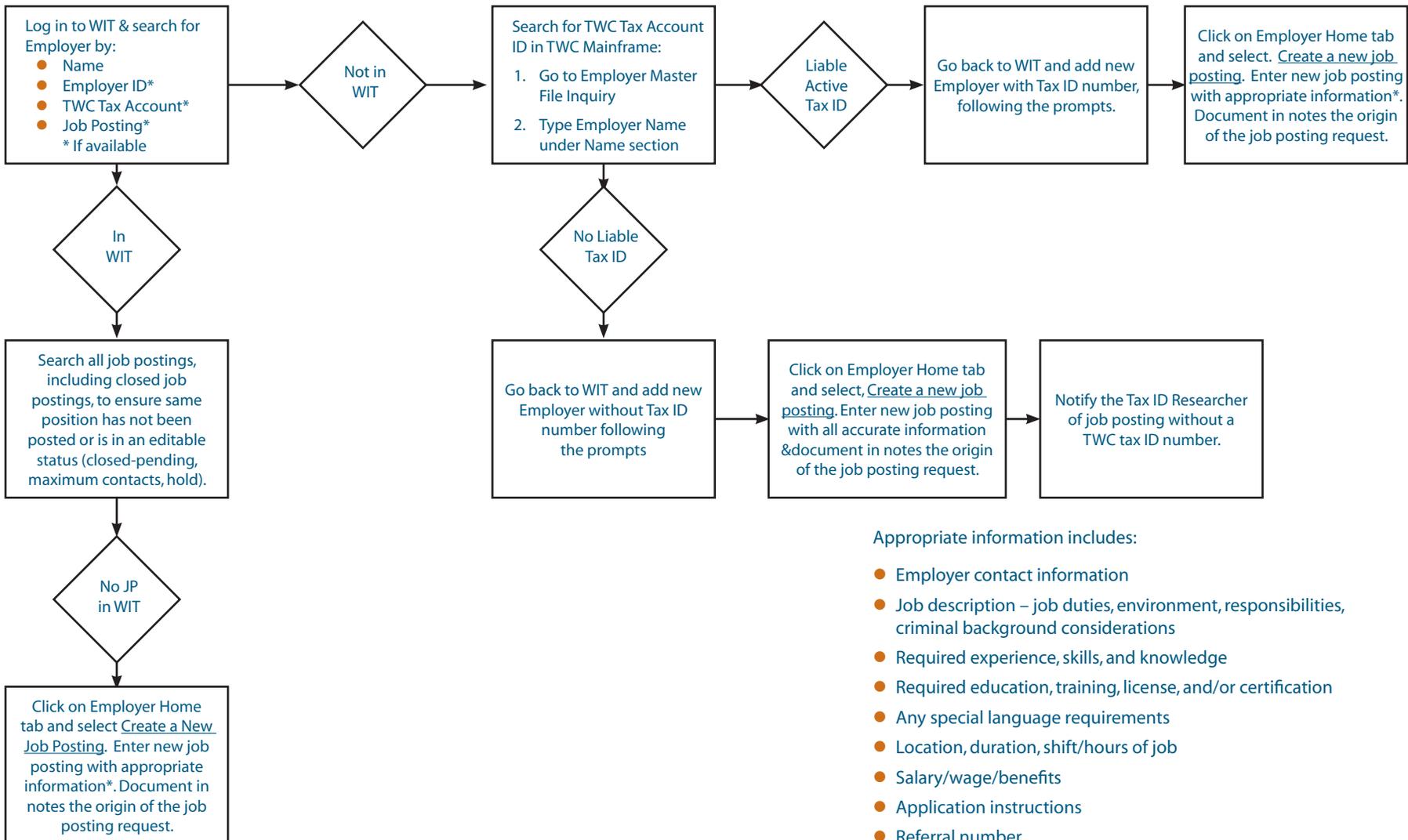


CREATING A JOB POSTING

Flowchart

Assess the job posting request form to determine if all information is available to create a “high quality job posting.” If not, then use this as an opportunity to contact the employer to obtain more information about the job posting.

START



Appropriate information includes:

- Employer contact information
- Job description – job duties, environment, responsibilities, criminal background considerations
- Required experience, skills, and knowledge
- Required education, training, license, and/or certification
- Any special language requirements
- Location, duration, shift/hours of job
- Salary/wage/benefits
- Application instructions
- Referral number