

QUALITY OF JOB POSTINGS *defined*

1. Employer Contact Information: Contact information for employer account should be visible either in the notepad or in the “Manage Contacts” section of the job posting.
 2. Job Requirement – Experience: If applicable, experience should match information on job posting request form.
 3. Job Requirement – Education: If applicable, education should match information on job posting request form.
 4. Job Requirement – Occupation Code: Occupation code is congruent with the duties of the job in the job description.
 5. Job Requirement – License/Certification: If applicable, includes driver’s license, occupational licenses and certifications.
 6. Job Description: Provides information about job duties and other pertinent information. Information should be clear with minimal grammar and spelling errors.
 7. Salary/Pay Unit: If applicable, salary should correspond with pay unit otherwise, information should state pay depends on experience.
 8. Typing/Shorthand: If applicable, information should reflect employer’s requirements.
 9. Computer & /or Software: If applicable, list computer and software requirements or desired.
 10. Referral/Contact Instructions: Application instructions should be clear and reflect job posting request form or employer’s instructions.
 11. Job Site Address: Information should reflect job posting request form with accurate zip code.
 12. Notepad – Orders Origin: Document in the notepad who and how the job posting was submitted.
 13. Event Calendar: If applicable, information of hiring event should be posted on the 0420 calendar.
 14. Additional Details: List any other details about the job that cannot be listed in other sections of the posting, e.g. work schedule, exact job duration, etc.
- BR’s will need to have satisfactory in all categories for the quality of job posting sample that is reviewed to pass.
 - Ten samples will be reviewed and 7 - 8 of ten are needed to meet standards.
 - 0-6 of 10 = Does Not Meet
 - 7-8 of 10 = Meets
 - 9-10 of 10 = Exceeds