

Job Description Template to Increase Your Applicant Pool

When posting your position on our Richland Source, Ashland Source or Knox Pages Jobs Boards, we want to make sure you place a detailed ad that gets as many applications as possible.

You are competing against countless other organizations for top talent in north central Ohio, and you need a candidate that is a good fit. Recruiting employees can be overwhelming and stressful, but we can help guide you. We're a small business that recruits regularly too.

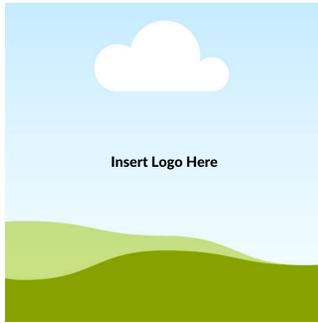
This template will give you confidence that you're clearly communicating the value of working for your company. When you give the potential candidates a look into your organizational culture and what their daily activities will be, you'll attract more of the right candidates.

We've taken the guesswork out of creating a job description that attracts qualified local job seekers - just follow the template below.

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Company Name

Job Title:	
Department:	
Reports To:	
Location:	
Employment type: (part time/full time, etc.)	

Company Mission and Vision Statements

Discuss why your company exists and what you are trying to accomplish. This will allow potential candidates to envision themselves working for your company.

Position Summary

Give applicants an overview of the position that focuses on responsibilities and key results.

Key Position Results

Describe what applicants need to accomplish on a weekly, monthly, quarterly and annual basis. Potential candidates need to understand what success looks like for this position.

Responsibilities

Outline the details of what actions the candidate will be doing on a daily and weekly basis. Describe how this position fits into the company overall. Tell them if they will supervise a team and who they report to. Be sure to disclose if travel will be required for the position.

Critical Skills, Knowledge and Abilities

- *Skills:* Discuss the soft skills (i.e. team player, adaptability, strong work ethics) and hard skills (i.e. marketing, writing, finance) a successful candidate will need to have for this position.
- *Knowledge:* Does the candidate need to have a baseline knowledge of a specific business process to be successful (i.e. agile)? Has the team recently read an industry-related book and applied the framework? Let them know here.
- *Abilities:* Talk about the position-related competencies the candidate will need to demonstrate (i.e. WordPress coding, bookkeeping)

Technology

Tell the candidates which software programs they will need to know or learn to be successful. The right candidates will consider learning and advancing their software skills a benefit.

Base salary

You can include an hourly or annual rate. This will screen out candidates that are overqualified or expecting a higher salary.

Benefits

This is your opportunity to share any benefits you offer such as vacation and paid time off, health insurance and retirement funds. Include any training or certifications the company will cover that the employee would otherwise pay out of pocket.

Education

You can list the level of education that's required in order to be hired and a higher level that's preferred.

Application instructions

Be sure to give instructions on how to apply. It's best to include a digital submission option to increase your applicant pool.

Example:



George's Fitness Center

Job Title:	Certified Personal Trainer
Department:	Training
Reports To:	Jim: Fitness Director
Location:	Mansfield on Park Ave. West.
Employment type: (part time/full time, etc.)	Part-time (5 hours, 4 days a week).

Company Mission and Vision Statements

Here at George's Fitness Center, we strive to provide our customers with a comfortable environment to exercise. We believe that no matter where you're at in your fitness journey, you should feel included and welcomed everytime you set foot through our doors.

Position Summary

As a Certified Personal Trainer, you will be assigned a few clients and you will focus on establishing eating plans for each client (with regards to each client's health issues, allergies, etc.) as well as a thorough workout plan for each individual.

Key Position Results: Results will vary from client to client. You will need to sit down and talk to each client about what their goals are (weight loss, muscle gain, etc), and then make a customizable plan for them in regards to what results they should/will see each week.

Responsibilities: Each day you train with your client(s), you will get to the fitness center 15 minutes before you are to start the session. You will clock in at the front desk. You will most likely have more than one client in one day. It is not certain that you will work the full 5 hours

each day, but that ensures that you have enough time each day to really focus on your sessions with each client as needed.

All members of our facility who request/pay for a personal trainer will work with you. You will meet with the member and discuss their goals, whether that be weight loss, muscle gain, etc. Providing the member with a clear plan as to how they will reach their goals is key.

Critical Skills, Knowledge and Abilities

Skills: Must be able to help the client calculate their BMI, muscle mass, body fat, etc. This will be crucial when helping them map out how to reach their goals.

Knowledge: **Must** be able to provide a CPT certification. **Must** have prior experience.

Abilities: Be personable with your client. They are trusting you to help them make a drastic change in their lifestyle. Be patient. These individuals want to make a change but we all know how difficult that can be. It takes time to form a habit.

Technology

Must be comfortable programming fitness machines and assisting clients with fitness apps.

Base salary: \$15 per hour

Benefits: Employees who work at least 20 hours per week are eligible for a free fitness center membership.

Education: Minimum education associate's degree in health sciences or related field and a personal training certification.

Application instructions: All resumes can be sent to george@fitnesscenter.com for immediate consideration.

Publish your Job Description

We encourage you to use this template while you are creating your ad. If there is a section that you cannot fill out, you can skip over to the next section. If you think of extra information that you need to insert into the ad, just add a new section or subsection. This is just simply a guide that we've created for you to aid in the creation of your job description.

Now go and place your Jobs Board order on

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Contact us

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