



AFP WNY Chapter Job Center Recommended Job Post Guidelines

Since 2015, we've posted more than 350 professional opportunities for our Chapter Member organizations and other non-profits across Western New York. The posts that get the highest response rate are detailed and thorough. Below are our recommended guidelines for a successful job post. *This advice should not take the place of or supercede requirements of your human resources leadership or local laws.*

THE BASICS

- Organization name
- Position Title (plus full-time or part-time status; hourly or salaried; exempt or non-exempt)
- Full instructions for how to apply, including any deadline to apply

POSITION DESCRIPTION:

- Full description of tasks and responsibilities beginning with essential functions
- Who does the position report to?
- Does the position manage other employees or volunteers?

REQUIRED SKILLS & EXPERIENCE

- Besides the average expected office hardware and software, are there additional specialized tools or proprietary programs that will be used?

LOGISTICS

- Where is the position based (physical address)?
- Is the office located on bus or train lines?
- Are there flex-time, working-from-home, or remote-working options?
- Is any travel required?
- Are evenings or weekends ever required?
- Is outdoor or other out-of-office work required?
- Must the candidate have their own vehicle? Hold a driver's license?
- Is a drug screening or background check required?

COMPENSATION & BENEFITS

- We encourage all organizations to include a salary or hourly pay range for a position
- Include available details on any benefits package and other related perks or discounts (tuition reimbursement, professional development allowance, etc.)

APPLICATION PROCESS

- Besides the standard resume and cover letter, do you require references, writing samples or other support materials/information?
- Is your application process online? Include a complete URL.
- Do you provide email or phone contact information if applicants have related questions?

For more on developing job descriptions, see the Society of Human Resource Management's website:
<https://www.shrm.org/resourcesandtools/tools-and-samples/how-to-guides/pages/developajobdescription.aspx>