

Write a Better Job Posting, NOW! A Checklist by PoachedJobs

Choose Your Job Posting Service

Would you like:

- A ton of emails clogging your inbox with under-qualified looky-loos?
If so, go to Craigslist.com
- A source of experienced candidates, with resumes organized and hosted for you?
If so, go to PoachedJobs.com

Write Your Job Posting:

- Job title – name the position(s) that you’re looking for
 - Company - Don’t even think about being coy and mysterious and leaving out the restaurant name. It’s annoying, and it reduces the effectiveness of your ad.
 - Job description – be specific, be enticing, but don’t sugar coat.
 - o Shifts/hours
 - o Minimum years of experience
 - o Salary
 - o Special requirements – drug testing, bilingual, lift 50 pounds, etc.
 - Sweeten the pot – make sure you get the cream-of-the-crop by enticing them with a few niceties, such as:
 - o Room for upward mobility
 - o Competitive wages
 - o Medical benefits
 - o Discount programs
 - o Vacation
 - o Paid sick leave
 - Describe the restaurant – just a sentence or two is fine, not a dissertation.
 - Submission requirements – let the applicant know exactly what you want and how you want it:
 - o Cover letter, resume, references, salary history
 - o Apply online, no calls/no walk-ins, or apply in person
 - Don’t be tempted to include your company email address. Unless you enjoy getting spam. (Make your life simple instead - take advantage of the Poached BackOffice™ resume viewer)
 - Spell check, grammar check, punctuation check, and give it to someone else to read. Use proper English, fer cryin’ out loud.
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