Job Description Audit

Job Title	☐ Uses a clear, industry-standard job title ☐ Avoids internal, inflated, or creative titles ☐ Includes shift, level, or specialty when relevant ☐ Matches how candidates actually search for this role
Job Summary	☐ Clearly explains the purpose of the role ☐ Connects the job to business, customer, or patient impact ☐ Written in plain, candidate-friendly language ☐ Short and scannable (1–2 brief paragraphs max)
Duties & Responsibilities	☐ Lists the most important responsibilities first ☐ Uses clear, action-oriented verbs ☐ Reflects real day-to-day work (not idealized tasks) ☐ Avoids vague phrases like "other duties as assigned"
Qualification & Skills	☐ Separates required from preferred qualifications ☐ Focuses on skills and capabilities over credentials ☐ Removes unnecessary years-of-experience requirements ☐ Avoids "wish list" qualifications that limit applicants
Pay & Work Details	☐ Includes a pay range or hourly rate ☐ Clearly states full-time or part-time status ☐ Lists schedule expectations (shifts, weekends, holidays) ☐ Clarifies on-site, remote, or hybrid work
Readability & Performance	☐ Uses clear headings and bullet points ☐ Can be scanned and understood in under one minute ☐ Free of jargon, biased language, or legal overreach ☐ Optimized for job boards and mobile viewing
Final Check	☐ If a candidate can't clearly explain the role after reading this job description, it's not ready to post.

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