

Crafting a Winning Job Description

1 Define the job title and the level

Ex: Instructional Designer II (or III)

2 Outline key responsibilities and tasks

Ex: 60% development, 20% storyboard, 20% project management

3 **MUST HAVE** qualifications, experience, and skills

Ex: Bachelor, or certification, 2-3 years of experience, must know Articulate, Vyond

4 List company culture, value, & benefits

Ex: collaborative work environment, commitment to DEI, equal employer opportunity, type of benefits

5 Salary range x to xx

Ex: work with HR and use a narrow range, not a 30-50K range, specify W2 or 1099

6 Work conditions

Ex: in-person, hybrid, remote, full time

7 How to apply

Ex: send résumé and portfolio, deadline

