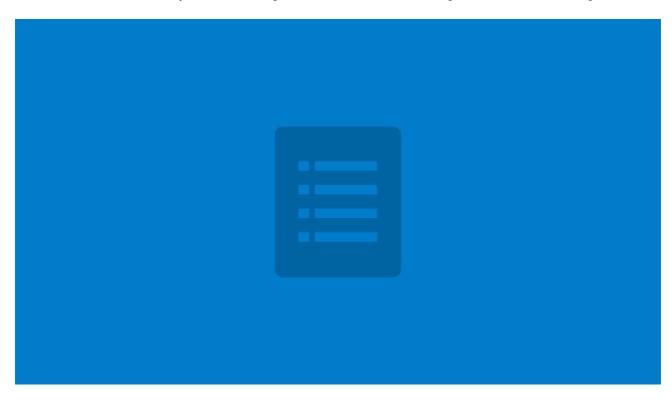
Job Post Checklist

Retail Store Daily Checklist Elegant A Checklist for Creating Effective Job Postings



INCLUDE VITAL (AND SPECIFIC) JOB DETAILS

Include salary range

Include benefits information
Include a call to action
OPTIMIZE FOR KEYWORDS
Place industry keywords in opening paragraph
Sprinkle identified keywords throughout post
PROOFREAD
Check grammar & spelling yourself
Have a colleague review the post
SHARE ON NETWORKS
Post on Facebook, LinkedIn & Twitter
Create social post for hiring managers and recruiters to share with their networks
Encourage all employees to share on their social feeds Make and Share Free Checklists checkli.com