

Job Description Writer

HR & WorkTech

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Writes a professional, inclusive, ready-to-post job description with bias removed, SEO keywords and screening questions. Use it to create a JD from scratch. To turn a JD into a punchy job ad, use the Job Ad Optimizer; to audit existing JDs for bias, use the DEI Language Audit.

Purpose of this tool & output

Describe the role and we write a bias-free, pay-transparent JD ready to post

How the output is used

Use it to turn a role into a bias-free, pay-transparent job description ready to post on portals.

Companion documents

- Boolean Search String Builder
- Recruiter Outreach Message Writer
- Job Ad Optimizer
- Hiring Scorecard Builder
- Role Competency Map
- Candidate Rejection Letter

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.