

Job Description Builder

Staffing & Recruitment

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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

Builds a clear, attractive job description from role inputs — responsibilities, must-have and nice-to-have skills, and an inclusive, honest pitch. Use it to brief sourcing and post roles. For screening use the Candidate Screening & Shortlisting Guide.

Purpose of this tool & output

Write JDs that attract the right people

How the output is used

Use it to write JDs that attract the right people — a job description builder that is clear, inclusive and searchable.

Important cautions

Overloaded must-have lists shrink your candidate pool and slow hiring — separate genuine requirements from wish-list items. Use inclusive, non-discriminatory language and avoid criteria (age, gender, marital status) that are discriminatory or legally risky.

Companion documents

- Sourcing Strategy
- Boolean / Search String Builder
- Candidate Screening & Shortlisting Guide
- Interview Kit & Evaluation Scorecard
- Assessment Design
- Talent Pipeline / Bench Plan

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.