

Job/Internship Posting Template Checklist

General Practices:	Resources:
☐ Engage diverse voices by asking others for feedback before finalizing the job posting. ☐ Review your draft posting for biased language (gendered language and pronouns, problematic phrases, and words). ☐ Review for plain language.	Gender Decoder for Job Ads NCWIT Tips for Writing Better Job Ads Textio (paid service) Write for your audience
Who are you?	
☐ Include information about the organization: ☐ What makes you unique? ☐ What is your culture? ☐ What is your mission? ☐ What are your values? ☐ Include videos or testimonials of employees/alumni talking about their experience and the culture of the organization.	
Specific to internships:	
☐ Include information on your organization's philosophy around internships. If possible, include past intern testimonials. <i>E.g. An internship with us is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting.</i>	
Position Summary:	
Title:	
☐ Use clear and consistent job titles: Treat each title like a keyword search. ☐ Clearly indicate if this is an internship or not.	
What will they be doing (position summary)?	
☐ Summary of the role. ☐ What key contributions will this role make to the organization. ☐ Key responsibilities and duties.	
Specific to internships:	
☐ What key projects might they be working on? <i>E.g. As an intern, you will assist the Development Manager with a variety of important projects leading up to the Bike Event, including but not limited to pre-ride events, sponsor and bike shop cultivation and communications. Day to Day: Develop communication plans, research vendors/sponsors, collect data on participants and cycling teams, complete call lists during fundraising weeks, update event website, help organize pre-ride events (scheduling, RSVPs), mail/deliver packages.</i>	
☐ What will they be learning and what skills will they be building (learning outcomes)? <i>E.g. Learning objectives: Develop skills in project management, relationship management, data analysis, data collecting, reporting, copywriting, marketing copy, fundraising, communications, and nonprofit development. (Optional: Public Speaking).</i>	

Qualifications:

- ☐ Indicate if a particular degree is required.
- ☐ What knowledge, skills, and abilities are required of the applicant on day 1 of the job/internship (non-negotiables)? Move away from years of experience; focus on skills.
 - Be specific about what skills you are seeking (e.g. what do you mean by “communication”- experience presenting (oral communication), experience writing documents (written communication), etc.).
 - Avoid too many qualifications in bulleted lists. This may dissuade applicants, particularly women, from applying.
E.g. - Experience managing complex projects.
-Experience planning and implementing events.
-Experience working with diverse groups to achieve a common goal.

Compensation, benefits, and workplace flexibility:

- ☐ List the pay or pay range.
- ☐ What are the medical, retirement, wellness, and other benefits.
- ☐ Include a statement on how you prioritize health and wellbeing.
- ☐ What are your opportunities for growth and professional development.

Specific to internships:

- ☐ Are there any other benefits included (i.e. housing, transportation, professional development)?
- ☐ How will they be supported (i.e., weekly meetings with supervisor, team support, mentorship, etc.)? If the position is remote, provide information about how they will be supported knowing that they will need ongoing feedback as part of the internships. What would that look like?
Ex: We are dedicated to your personal and professional growth while you work with us and beyond. Here are some of the things you can expect as an intern with our organization.
 - *Networking and professional development sessions with other interns across the organization*
 - *Mentoring from staff dedicated to the internship program.*
 - *The opportunity to uncover and leverage your strengths through Clifton Strengths assessment & evaluation.*
 - *We are committed to creating an inclusive environment that brings the power of diversity to life through our Employee Resource Groups “ERGs”, Inclusive Voices, Society Pride and Workability. Our ERGs are dedicated to supporting the continued development of your professional and leadership skills.*
 - *Continued networking and engagement opportunities via our LinkedIn group for Past and Present interns*

Logistics:

- ☐ Start and end date (if needed).
- ☐ Hours per week.
- ☐ Location (are there remote or hybrid opportunities).
- ☐ Physical demands.
- ☐ Indicate if you are open to hiring international students.

How do candidates apply:

- ☐ Identify specific materials required and what they should be highlighting in those materials.
 - Consider alternatives to cover letters: Ask specific questions to demonstrate qualifications in the application form.
- ☐ Be clear on where to apply and how applications will be evaluated.
E.g. We are eager to learn more about how your experience and passion may align with this position. Please submit a cover letter referring to your related work experience and how your experience demonstrates you meet the qualifications and a resume detailing your educational and professional background. The application reviewers will be relying on written application materials to determine who may advance to preliminary interviews.
- ☐ Indicate what the recruitment process looks like. How long will the process be and when will students be expected to hear back from you.