



## Job Poster: How to Make a Successful Job Post

### Introduction

Hello everyone! If you plan on publishing a job post on the OpenSource Design website, here are a few steps that can improve your post's coherence and visibility. An effective job post is not just about listing the requirements; it's about engaging with the community, being transparent about the role, and inviting potential collaborators to join your journey.

### Job Post Template

When creating your job post, please use the following template to ensure all necessary information is included:

```
_id: [Unique Identifier]
layout: jobs
title: [Brief, Descriptive Job Title]
role: [Specific Job Role]
organisation: [Your Organization's Name]
github: [Your GitHub Username]
contact: [Your Contact Info - Email, GitHub, IRC, etc.]
contributing_md: [Optional Link to Contributing Guidelines]
contributors_md: [Optional List of Reachable Contributors]
org_url: [Your Organization's Website]
tags: [Relevant Tags like 'interface design', 'branding', 'logo']
status: [Searching or Hired]
compensation: [Compensation Info - Gratis, Paid, etc.]
date_posted: [Posting Date in yyyy-mm-dd Format]
```

**Note: Replace the bracketed content with your specific job details.**

## (Six) Step-by-Step Guide

### Step 1: Greeting the OSD Community

Begin your job post with a friendly greeting to acknowledge the OSD community and set a welcoming tone.

**Example:**

Hello OSD Friends and Collaborators, We're thrilled to introduce new opportunities within our community...

### Step 2: Contact Information

Immediately after your greeting, provide your contact information so interested candidates know how to reach you.

**Example:**

For any questions or to apply, please reach out to us at: - Email: [email@example.com] - Mobile: [+1234567890] (Optional) - GitHub: [github-username]

### Step 3: Role Description

Provide a clear and detailed description of the job role, responsibilities, and the impact this role has on your project.

**Example:**

We're seeking a dedicated UI Designer to revamp our web application's interface, enhancing usability and aesthetics to serve our users better. You'll be collaborating with a team committed to open-source values and innovation.

### Step 4: Requirements and Compensation

List the necessary skills, experience, and any other requirements. Be transparent about the compensation or lack thereof.

**Example:**

Required Skills: - Proficiency in design software (e.g., Adobe XD, Sketch, Figma)  
- Understanding of user-centred design principles - Experience with collaborative design practices  
Compensation: - \$50/hour or commensurate with experience - Flexible hours with remote work options

**Step 5: How to Apply**

Detail the application process. Include any forms, documents, or portfolio submissions that applicants should prepare.

**Example:**

To apply, please submit: - Your updated resume or CV - A portfolio of relevant design work - A brief cover letter explaining why you're a great fit for this role

**Step 6: Closing Statement**

Conclude your job post on a high note, reinforcing your enthusiasm for the new potential collaboration and inviting designers to apply.

**Example Closing:**

We're excited to see your applications and look forward to the possibility of you joining our mission in pushing open-source design forward. Let's innovate together!