

Job description template

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, seasonal, or temporary]
- FLSA status: [Exempt or nonexempt]
- Pay range: [\$X to \$Y per hour or per year]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're hiring a [job title] to [the main purpose of the job in one sentence, written for the candidate].

What you'll do

- [The responsibility that takes the most time]
- [The second most important responsibility]
- [A responsibility that is an essential function]
- [A responsibility involving people the role works with]
- [A responsibility involving tools, systems, or equipment]
- [A responsibility tied to quality, safety, or compliance]

What you'll need

- [Education or training, only if truly required]
- [Years or type of experience]
- [Required license or certification]
- [Schedule or availability requirement]

Nice to have

- [Preferred experience]
- [Preferred tool or credential]

- [Language or specialty skill]

Physical demands and work environment

[Setting, lifting, standing or sitting, travel, noise, temperature, shifts.]

Pay and benefits

[\$X to \$Y], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

The HRTally job description standard

1. Use a searchable, standard title. Put the title candidates actually search for first, such as "Medical assistant" rather than "Patient experience ninja". Add level or specialty only if it matters.
2. Open with a one-sentence summary. Tell candidates what the job is for, not just what it does. One sentence they can read on a phone.
3. List six to nine responsibilities. Start with the tasks that take the most time and the ones that are essential functions. Cut anything nobody would miss.
4. Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
5. Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.
6. State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
7. Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
8. Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
9. Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.
10. Review it once a year. Pay, duties, and laws change. A dated description is a liability in a pay equity or accommodation dispute.

I Inclusive language swaps

- Instead of "Rockstar, ninja, or guru", try "A clear job title and the skills you need". Jargon titles confuse search and can read as exclusionary.
- Instead of "Young, energetic team", try "Collaborative team that moves quickly". Age-coded words can discourage older applicants and appear as evidence in an age discrimination claim.
- Instead of "Digital native", try "Comfortable using [named tools]". Implies a generation rather than a skill.
- Instead of "Recent graduate only", try "Early career, or zero to two years of experience". Can screen out older applicants with the same experience.
- Instead of "Native English speaker", try "Fluent in English (written and spoken)". Native status relates to national origin, not ability.
- Instead of "Must have a driver's license", try "Reliable transportation (unless driving is an essential function)". Requiring a license when driving isn't part of the job can screen out people with disabilities.
- Instead of "No criminal record", try "Remove it, and follow your fair chance and background check process". Many states and cities limit when you can ask about criminal history.
- Instead of "He or she will", try "You will". Writing to the reader is warmer and avoids gendered pronouns.
- Instead of "Must be able to stand all day", try "Able to stand and walk for most of a shift, with or without reasonable accommodation". Describe the function, and leave room for accommodation.
- Instead of "Culture fit", try "Shares our values of [values]". Culture fit often becomes a stand-in for sameness. Name the values instead.

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