Job description review checklist

- [ ] Standard, searchable job title
- [ ] Summary explains why the role exists
- [ ] 5–8 responsibilities starting with verbs
- [ ] Only truly essential requirements listed
- [ ] Nice-to-haves separated
- [ ] Location and hours clear
- [ ] Pay range included where required
- [ ] Inclusive language checked
- [ ] Essential functions identified
- [ ] Approved by HR / manager and dated

Notes