JOB POSTING TIPS

Want to share your great opportunity with UD students and alumni?
We recommend the following tips to help your company and position appeal
to as many great candidates in Hire a Flyer as possible.

1
- Think like a jobseeker and show off your organization's PROFILE.
- Put yourself in the shoes of your ideal candidates.
- Provide all the important details you think they would want to know about you.
- Is your company's basic information correct on the posting, including location and website?
- What would be most appealing to your candidates?
- What sets your organization apart?

2
- Paint a clear and exciting picture of the position within the JOB DESCRIPTION.
- Candidates want to know exactly what the job will entail; the more information you can provide, the better.
- What will they be doing on a daily basis, and what will be expected of them?
- What tools or programs will they be working with, or will they be expected to travel? website?

3
- Make your required and desired QUALIFICATIONS clear.
- Be up-front about the requirements your organization has for candidates to be considered.
- Too many specific qualifications? Your posting could yield few candidates.
- Too vague and broad? You'll risk getting flooded with unqualified applicants.
- Let the candidates know what you need, but allow room for some flexibility.

4
- Have clear APPLICATION INSTRUCTIONS for your applicants.
- Employers can choose how they would like to be contacted by candidates.
- (Personal e-mail, an online application site, or through online referrals in Hire a Flyer).
- Make sure students and/or alumni know how you preferred to be contacted so it's easy for them to apply correctly.

5
- Be as complete as possible with your POSTING INFORMATION.
- This section is used by many candidates to filter their search results in Hire a Flyer; be sure your information complete.
- For example, if your position falls under multiple job categories, be sure to multi-sect all that apply.
- Select as many applicable majors as possible to expand your candidate pool.
- Read the complete list of degree programs to make sure you're not potentially missing any that might qualify.

6
- View other employer job postings for ideas.
- When creating a job positing from scratch, many employers aren't sure about the best format for their description.
- To get ideas, many search for job postings similar to theirs through large job search engines, such as Indeed or CareerBuilder, to get ideas on where to begin.
- Your posting should always be unique, but viewing the competition might help you appeal to your top candidates.

7
- Contact Career Services for assistance.
- We review each job posting and will contact you if we see changes that could be made to enhance your posting.
- However, if you require further assistance or feedback on what might best appeal to our candidates, please contact us.
- (937)229-2045 or careerservices@udayton.edu.

Did you know...

Over **3,200 jobs** were posted
in Hire a Flyer last year alone?

Make sure your company's positions stand out!

Have questions about posting your job?
Contact Career Services at (937) 229-2045 or
visit www.udayton.edu/careerservices/

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Career Services