

QUICK GUIDE TO CREATING A SUCCESSFUL JOB ADVERT



www.intjobs.com/recruit

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www.intjobs.com/post_job

JOB ADVERT CHECKLIST

Check that your advert covers all the below items before you post your job advert, to get the basics right. If you have time, read our other guides to ensure you attract the right candidate.



JOB DESCRIPTION

- Short description of business/organisation, and division activity, market position and aims
- To whom the position reports - or other indication of where the role is in the organisation
- Outline of job role and purpose - set up in a list of points if possible
- Indication of size, responsibility, timescale, and territory of role
- List of firm requirements for the job (as bullets)
- Outline of ideal candidate profile
- A separate list of other skills that would be advantageous to have
- Indication of qualifications and experience required
- Salary range
- Other package details (pension, car etc.)
- Career advancement opportunities
- Equipment and systems to be used in the performance of the job, if necessary

JOB ADVERT ESSENTIALS

- Precise job title
- Name of employer (or recruitment agency)
- Job location
- Whether the role is full-time, permanent or a short-term contract
- Publishing date and application deadline
- Job and advert reference number if necessary
- Have clear text, layout, and a professional image
- Branding should be present but not overbearing

RESPONSE AND OTHER INFORMATION

- Response and application instructions
- Explanation of recruitment process
- Perhaps interview dates
- Contact details as necessary
- Equal opportunities statements

Top companies use IntJobs



CONTACT SALES:

Ask about **up to 30% off volume packs** and about our **high visibility packages**

info@intjobs.com

Tel: Belgium +32(0)2 790 3200

Tel: UK +44 (0)20 3608 8800

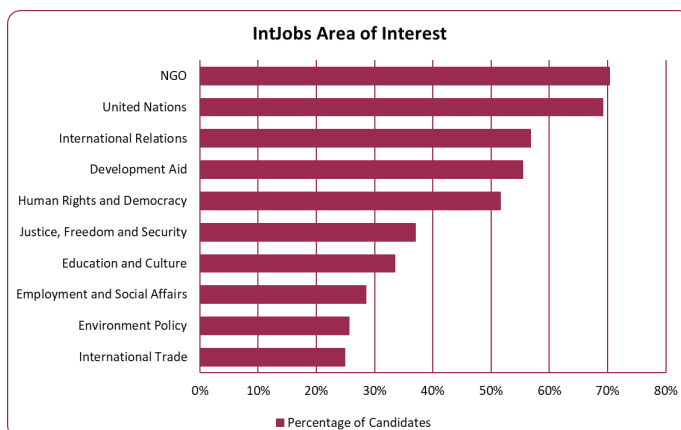
Reach your top talent today

- Centralized site for experts experienced in international affairs, development and relevant policy roles.
- 25 000 sessions (visits)
- 20 000 users (unique visitors)
- 7 500 weekly general Newsletter sent
- 20 000 weekly Job Alerts with custom preferences

Highly qualified international affairs jobseekers

Through years of marketing and networking at industry relevant events, IntJobs attracted a niche audience of highly qualified candidates.

- 95% are willing to relocate
- 68% hold a degree in development, international affairs or policy
- Multilingual with English as the most common language



What our Clients Say



"Thanks we were **very pleased with the response** we received for our Programme Manager Caucasus position, which is split between London and Tbilisi. We received a lot of applications from persons with a **good understanding of the Caucasus**, willing to travel and a lot of **policy related experience**."

- Marie Aziz, Saferworld



European AIDS Treatment Group "We decided to post the job ad for Training & Communications Coordinator with **Pre-selection Questions**. It **really saved a lot of time** using the Pre-selection Questions to come up with a list of 5 candidates best qualified for interview. Since then we have offered the position to one of those candidates! I appreciated the help from the consultants to create the best questions and really thank them for the support they provided."

- Koen Block, Executive Director, European AIDS Treatment Group (EATG)



"We had a **huge response** from the Eurobrussels website, receiving some 200 applications for our Communications Officer position in Brighton. **Using "Pre-selection Questions" is a great time saver too**. Many thanks!"

- Alice Birch, PA to Chief Executive, European Social Network



"We are very pleased with the services Eurobrussels provides. Our **vacancies are uploaded** quickly to your website, resulting in **many high quality applications**; we know that eurobrussels.com is the place to be for job seekers in Brussels. The **statistics** you provide about visits of our job advertisements are also very useful."

- Chiara Martinelli, Assistant to the Secretary General, CIDSE