

Job Publishing Checklist

Before publishing a job, click on the "Preview" option and make sure the following checks are done. Refer the [Jobs Post Guidelines](#) for how to create a job post.

Job Card

(refer image 1)

1. Company logo: must be fully visible inside the circle and not distorted in any way.
2. Job title: Must be just as the company provided. Exclude additional details like location/part time, etc.
3. Excerpt: Very short description of role. Monthly salary details when available.
4. Date: If the last day to apply is mentioned, the '#closes-yyyy-mm-dd' internal tag must be used. If no date is mentioned, there's no need to do anything; by default the published date will show up.
5. Curator/s: By default the person who created the post will be tagged. Additional collaborators must be tagged when applicable.
6. Tags must be in the *following order*:
 - Company name
 - [Areas of work](#)
 - [Job category](#)
 - Location (only state names) or "Remote"
 - [Employment type](#)

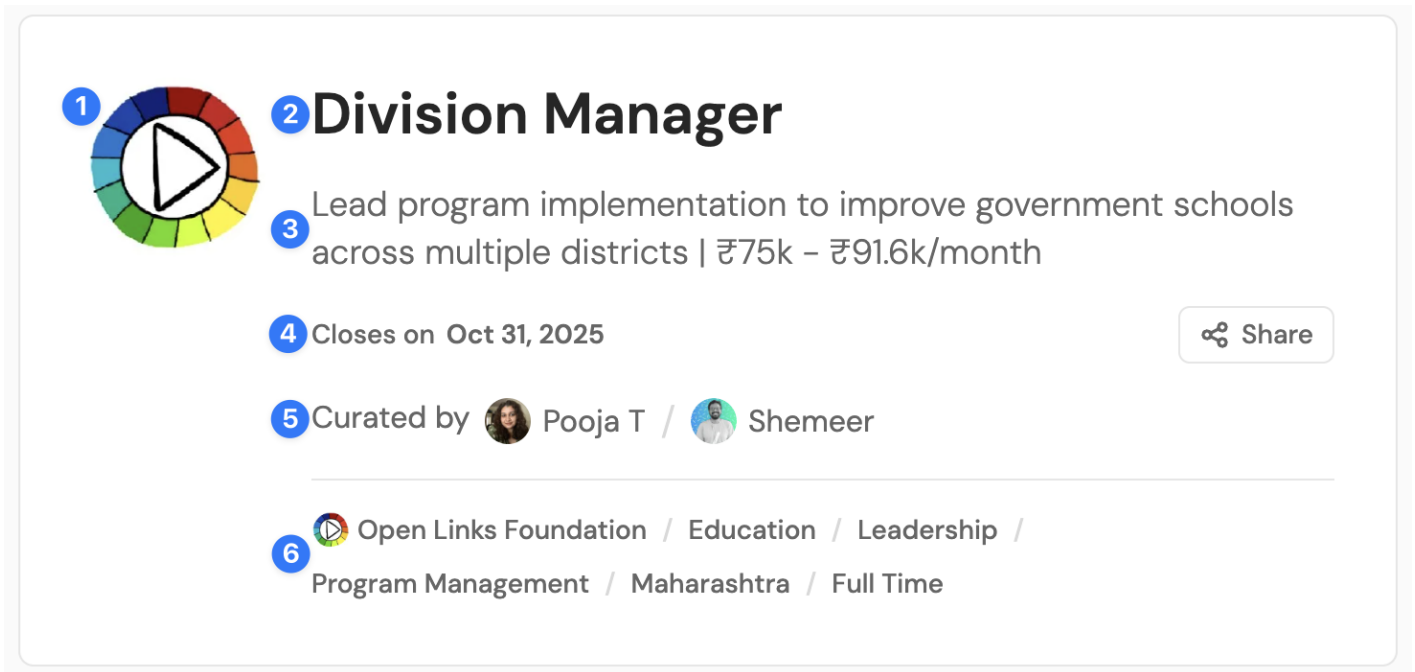


Image 1: This is a job card. It appears at the top of every job posting.

Table of Contents

Table of contents must be in the following hierarchy (refer image 2):

- “ **Company name** (H2)
- Role** (H2)
- **Responsibilities** (H3)
- **Requirements**(H3)
- **Benefits**(H3)
- Apply** (H2)

ON THIS PAGE

Slam Out Loud

Role

Responsibilities

Requirements

Benefits

Apply

Image 2

Main section/Job Description

Check 1 Quick look section at the very top of JD with the following details:

Location:

Experience:

Compensation:

Closes on:

Check 2 **Organisation name** (H2)

- YouTube video or photo gallery of their work

- Short summary of their work.

Check 3 **Role** (H2)

2-3 summary of the role followed by:

Responsibilities (H3)

Requirements(H3)

Benefits(H3)

Check 4 A sign up snippet between the 3 sections above.

Check 5 Apply (H2)

- Details of application and selection process when available.
- Apply button with application

Check 6 Footer

Snippet for related jobs.

Snippet for whats app

Check 7 Meta Data

Revision #9

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