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 additinal 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, theres 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

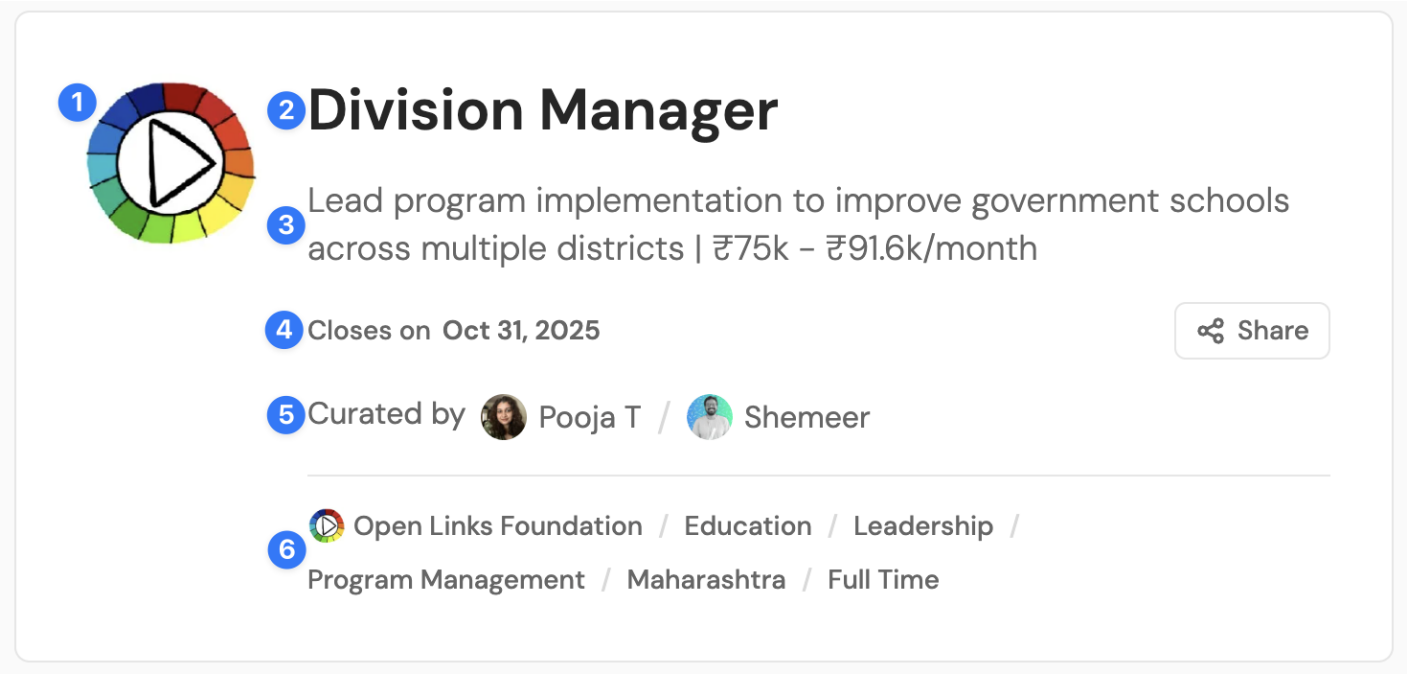


Image 1: *This is a job card. It appears at the top of every job posting.*

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)

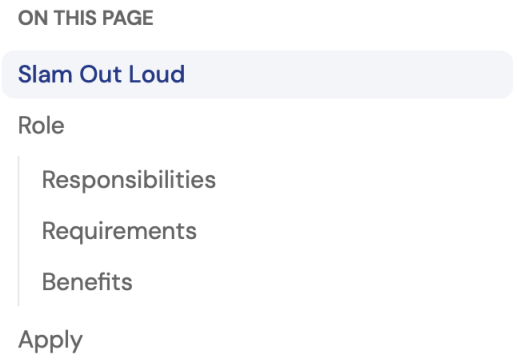


Image 2

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

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