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Crafting a role requirement profile that **gets results**

Use this template to set **clear expectations** at the beginning of the hiring process and to craft your job ad.

Did you know that **20% of jobseekers** will decline a job offer after an interview if expectations differ from those originally advertised?*

Position details

• Job role

• Department/team

• Reporting line

• Location
(on-site, remote, hybrid)

• Employment type
(full-time, part-time, contract,
freelance, internship)

• Target fill date



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Role requirements

- Purpose of role
(why the role exists)

- Core responsibilities
(bulleted list of
day-to-day tasks)

- Example project(s)

- KPIs/success metrics
(what success looks like
in the role)



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Seniority & experience

- Seniority level
(entry-level, mid-level, senior,
lead, director)

- Minimum years of experience

- Preferred previous roles or
industries

- Leadership/management
responsibilities
(if applicable)



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Qualifications & competencies

- Educational requirements
(degree type, field of study, etc.)

- Technical skills, such as tools or software
(clearly differentiate between must-have and nice-to-have skills)

- Soft skills
(communication, adaptability, collaboration, etc.)

- Language requirements

- Qualifications/certifications



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Compensation & benefits

- Salary range

- Bonus structure
(if applicable)

- Benefits
(healthcare, retirement plans,
annual leave, etc.)

- Perks
(gym membership,
company car, etc.)



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Application process

- Preferred communication channel for contact with Talent Acquisition Team

- Meeting frequency between hiring manager and recruiter

- Reporting line

- Location
(on-site, remote, hybrid)