



Getting Ready to Start Hiring Again!

Make sure to follow the Driving Force's Best Tips for Writing a Good Job Posting

- **Make it easy to read**
- **Include a company overview**
- **Provide a description of the position in a brief paragraph**
- **Summarize the personality characteristics of good candidates**
- **List the position responsibilities**
- **List the position requirements and location of job**
- **Provide additional information and how to apply**

Click [here](#) for Sample Job Descriptions and Additional Tips from the Driving Force.