

## Template: Create a job posting

Are you looking for a co-founder or other team members for your start-up? StartGlocal will support you! Just send your job posting to [startglocal@hsrw.eu](mailto:startglocal@hsrw.eu) and we will publish it on our matchmaking webpage.

Here you can find a few tips and tricks concerning the most important aspects your job posting should contain.

### Company profile

- Brief description of your start-up
- Who are you?
- What is your business idea?
- (What is your vision?)

### Task description

- Brief description of the tasks that the candidate is expected to perform (in approximately five to eight bullet points).
- Sort the tasks by importance (most important tasks are listed first)

### Your expectations

- Indicate what you expect from the applicant
- Inform whether professional experience should be brought along or whether it's not necessary
- Make clear what is a must-have and what is merely desirable
- If relevant, give a time frame (when are you looking for a position, for how long)

### Corporate Benefits

In the job ad, don't just describe what an applicant should bring to the table. In return, also show what you can offer (for example, independent work, team spirit, etc.).

### Contact

To whom should the job advertisement be addressed? At the end of the job posting, specify the options for contact (e-mail, phone, social media ....) and, ideally, a contact person.

### Appealing Design

Try to use an appealing design. Several design templates can be found online, e.g. on [Canva](https://www.canva.com/). Maybe you already have a logo that you could include, too.

### Sources

- <https://www.stepstone.de/e-recruiting/die-perfekte-stellenanzeige-schreiben/>
- <https://hire.workwise.io/hr-praxis/personalsuche/stellenanzeige-schreiben>