

CREATE YOUR JOB DESCRIPTION

DCX

Use this form to create the ideal job description for your next entry-level hire.

Job Title / Role for new team member

Shift Schedule(s) - days of the week and hours

Primary Responsibilities

What role specific experience and how many years are needed?

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Create your Job Description (continued)

What education level and coursework is preferred or required?

Will this person have one primary direct report or multiple?

What is the ideal start date?

How many people will be hired for this position?

What software is necessary for this position?

What soft skills are necessary for success?

Is there anything else you can tell us about the ideal candidate?