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Managing the Recruiting and Onboarding Process: Job Postings

By Chandler Wright

All employers need qualified employees in order to accomplish their goals. The recruiting and onboarding process helps agencies find individuals that will best fit their needs. A job posting is the first thing a perspective candidate will see when they are searching for a job. A well-written job posting will clearly identify the job duties, the requirements to perform said duties, and clearly identify how an interested candidate should proceed. When preparing a job posting, it is important to remove any questions or language that might be considered discriminatory.

Before posting a job announcement internally or externally, it is important to determine what the needs of the agency are for the specific position. Whether the agency is filling a vacancy or creating a new position, this process will allow management to determine the responsibilities for the position. If the position was previously filled, this is a good opportunity to review and revise any responsibilities previously required of this position. It is important to determine the needs of the agency to ensure that the job descriptions accurately represent the tasks the position will need to fulfill.



Once the agency's needs are determined, the agency should have adequate information needed to update or create a job description. The job description should indicate what type of qualifications, skills, education or job experience that are required for the position. Asking questions about the position can help to determine job requirements, for example: Does this position require the applicant to be proficient on a computer? Does the applicant need to be able to travel? Is a certain level of education required or desired? List the required and/or desired skills and knowledge for the position. Some skills can be trained, and it is important for the agency to clearly identify what they are willing to train an employee to do versus what they want the applicant to be well versed in.

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It may be helpful to refer to the Job Hazard Analysis (JHA) for the position, or create a JHA for the position if one has not been established. A JHA can determine what types of hazards employees may be exposed to in the position. An agency should aim to include details of any hazards that may be associated with the position in the job description. Doing so will help inform applicants of the physical demands or requirements they might need to adhere to. For example, if a position requires the individual to wear a respirator, or other Personal Protective Equipment, it should be listed in job requirements.

Clearly describing the position and the requirements will help deter unqualified candidates from applying for the job. It is also important to determine the best places to post the job announcement. Using newsletters or sites that are geared towards certain industries may help to draw the qualified applicants.



Every agency should have a well-documented process for creating job postings. As a hiring professional, it is important to have a clear understanding of the agency's policies and processes. Agencies should review their policies regularly and ensure they are up to date. Having the process documented could help to protect an agency in the event of a discrimination law suit. Any personnel responsible for creating job postings should be trained in these policies.

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