



Remote Job Posting Template

Job postings should sell! HostRooster built a template after examining thousands of remote job advertisements. Copy, edit, and share!

Job Description .

The Job:

Start with some emotion and a solid hook! Provide three to five specifics that might appeal to your potential applicant.

Who Should Apply?

Please provide details about your desired applicant (e.g., soft skills).

How would your typical day go?

Write up the position's duties and responsibilities in detail. With whom will they collaborate? To whom will they answer?

Requirements:

Write down what the applicant must have in order to carry out their work responsibilities and meet your standards.

About Us / Who We Are / Our Story:

Tell job hunters how awesome you are! In a short paragraph of three to four lines, explain what problem your company solves, how long it has been around, what its culture is like, and how stable it is. Do not forget to list the company's core ideals!

Include information about your remote situation. Here are some questions to help you out:

- Are you remote-first or are you open to online work?
- Are you looking for people from a certain area or time zone?
- Why are you a far-away business?
- What are your logistics requirements?
- Ex. "We have face-to-face team meetings every three months, and all travel and lodging costs are covered. We also have once-a-week status meetings."

Some other tips:

- Be clear about what you want from your online worker. Do you have events that you have to go to? Do you want your team members to take care of their own tools?
- Include how you talk to people. Give an overview of how your workers stay in touch with each other.
- Use keywords that are related to the job in your ad. Here are just a few:
 - Remote job
 - Work remotely
 - Telecommute
 - Virtual job
 - Home-based
 - Work from home

In light of the fact that you are expecting to receive a high number of applications, it is in your best interest to provide prospective remote employees with as much information as possible about your business in order to assist them in making an informed decision about whether or not to apply.

What We Offer:

Describe the benefits offered by your company. Declare that you are a young company that does not yet have any benefits to use as selling points if that is the case. Being truthful and forthright is essentially what it comes down to here.

Application Process:

Explain how the application process works, beginning with the first application and continuing all the way through to the hiring stage. The candidates will be informed, and they will not need to contact you wondering, "What is next?" because this will notify them.

Handy Remote Hiring Tips:

- Words like "rockstar" and "ninja" should be avoided, as should any other terminology that excludes people and incorporates bias. Instead, inclusive vocabulary should be used.
- Change the phrase "We are looking for" to "You are," so that it is more connected to the person who is applying for the position.
- Your job posting should be formatted in such a way that it is enjoyable to read. For example, you should avoid including a million bullet points in the part labeled "Requirements" if the same information might be more clearly defined in a corporate goal statement on your own website.
- Before making the job listing public, it is a good idea to have it reviewed by a few different people. Repeatedly proofread and edit, then proofread and edit again, and finally proofread.
- Because you are a decentralized organization, it is likely that some of your employees will perform their duties at home on occasion. If you have the financial flexibility, providing employees with access to a shared office or coworking space is an excellent method to attract and retain talented employees.
- If your job is featured on We Work Remotely, you will receive four times as much exposure and double the number of tweets. It is the quickest way to hire someone, for sure.

To sum it all up, there it is! Thank you for taking the time to read this and for sharing it with others if you believe it to be helpful. Your participation in the community and the shift toward remote work is much appreciated by us.

Ready to post a job? [Go right ahead here!](#)