

WhoCo has tools to automate this process and more. Ready for an edge in hiring great teams?

[Say hi at WhoCo.com](#)

# Job description template

## About [add your company name]

Describe your company's mission, vision, and values. What do you do? What's your founding story? How much have you raised? What's your company culture?

**Job title\*** \_\_\_\_\_ **Location\*** \_\_\_\_\_

## Job summary

What's the primary purpose of this job?

## Job duties\*

What's the primary purpose of this job?

Consider ending with "Other duties as assigned" or "This job description is not designed to cover all activities, duties, or responsibilities that may be required for the role."

## Desired knowledge, skills, and abilities\*

List the knowledge, skills and abilities – or KSAs – you linked to job duties here

## Goals

Goals for the first 60 days  
Goals for the first 6 months  
Goals for the first year

## Work requirements\*

List all required degrees and/or certifications  
Note relevant physical demands and whether travel, odd working hours, etc. are required  
Add worker eligibility/citizenship requirements

## Pay and benefits

## Manager/supervisor and team members

## Developmental opportunities

Share relevant opportunities for career development

## How to apply\*

Provide a clear call to action so interested folks know how to apply

\*Use this template however it suits, but we recommend you complete the items we've marked with an asterisk, at a minimum.