

# QUICK GUIDE TO CREATING A SUCCESSFUL JOB ADVERT



[www.eurotechjobs.com/recruit](http://www.eurotechjobs.com/recruit)

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[www.eurotechjobs.com/post\\_job](http://www.eurotechjobs.com/post_job)

## JOB ADVERT CHECKLIST

Check that your advert covers all the below items before you post your job advert, to get the basics right. If you have time, read our other guides to ensure you attract the right candidate.



## JOB DESCRIPTION

- Short description of business/organisation, and division activity, market position and aims
- To whom the position reports - or other indication of where the role is in the organisation
- Outline of job role and purpose - set up in a list of points if possible
- Indication of size, responsibility, timescale, and territory of role
- List of firm requirements for the job (as bullets)
- Outline of ideal candidate profile
- A separate list of other skills that would be advantageous to have
- Indication of qualifications and experience required
- Salary range
- Other package details (pension, car etc.)
- Career advancement opportunities
- Equipment and systems to be used in the performance of the job, if necessary

## JOB ADVERT ESSENTIALS

- Precise job title
- Name of employer (or recruitment agency)
- Job location
- Whether the role is full-time, permanent or a short-term contract
- Publishing date and application deadline
- Job and advert reference number if necessary
- Have clear text, layout, and a professional image
- Branding should be present but not overbearing

## RESPONSE AND OTHER INFORMATION

- Response and application instructions
- Explanation of recruitment process
- Perhaps interview dates
- Contact details as necessary
- Equal opportunities statements

## Top companies use EuroTechJobs



## CONTACT SALES:

Ask about **up to 30% off volume packs** and about our **high visibility packages**

[info@eurotechjobs.com](mailto:info@eurotechjobs.com)

Tel: Belgium +32(0)2 790 3200

Tel: UK +44 (0)20 3608 8800

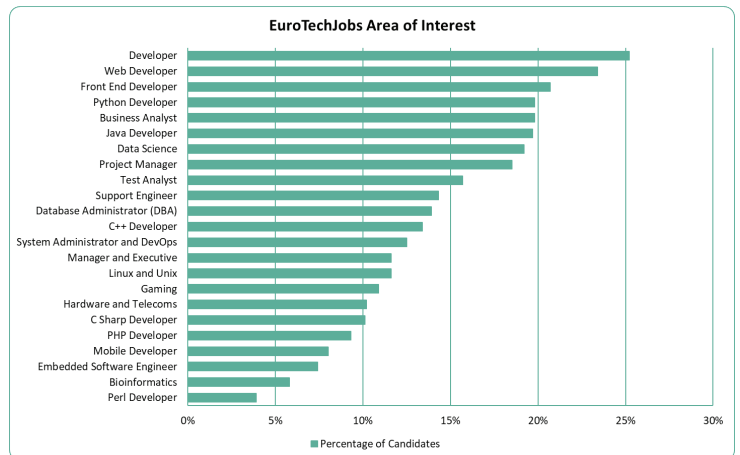
## Reach your top talent today

- 6 000 sessions (visits)
- 5 000 users (unique visitors)
- 1 300 weekly general Newsletter sent
- 8 000 weekly Job Alerts with custom preferences

## Highly qualified experienced Software Developers and other Tech Specialists in Europe

Through years of marketing and networking at industry relevant events, EuroTechJobs attracted a niche audience of highly qualified candidates.

- 79% are willing to relocate
- 33% have a Master or PhD in a tech field
- Multilingual with English as the most common language



## What our Clients Say



**"The website is actually very user friendly. We got enough responses, which were mainly from qualified engineers. Thanks for your fruitful cooperation! I may also add special thanks to your sales and customer service team! We got qualified assistance and were contacted by competent and friendly personnel."**

- Key Account Manager, Nievelt Ingenieur GmbH



**"Advertising on EuroJobsites allows us to target a key audience that is in demand by many of our clients. We've run extensive campaigns including Job Ads, Website Banners and Newsletter Adverts to great effect. We're always very happy with the service and the site provides good return on investment too!"**

- International Sales Director, Aktor Interactive



**"Thanks for the fast service. We are very pleased with the results of the ad... We can choose between a lot of candidates for this position!"**

- Ine Debo, Recruitment Officer, Deloitte