

# Job advertisement template for hiring new employees

You can use this template to help you prepare a job advertisement to hire a new employee. A job advertisement is your opportunity to promote the benefits of the job and attract the right pool of candidates for you to select from.

## Suggested steps for preparing a job advertisement

For more information on hiring a new employee or job advertising, see our 'Hiring employees' online learning course at [fairwork.gov.au/learning](https://www.fairwork.gov.au/learning). For information about minimum employment rights and entitlements you can also call the Fair Work Infoline on 13 13 94 or visit [www.fairwork.gov.au](https://www.fairwork.gov.au).

### Step 1: Create a job description

Before you can advertise a role you need to work out the requirements and employment conditions of the job. This is also known as creating a job description.

You can use our job description template available at [fairwork.gov.au/templates](https://www.fairwork.gov.au/templates) to help you do this.

When defining the a job and employment conditions, think about what duties the person will do, who will they report to, what level of responsibility will they have, and what skills and experience they need.

Having a job description in place will also be helpful during the person's employment, including when setting performance goals.

### Step 2: Create a job advertisement

Once you've defined the job, you're ready to advertise. The below template has been colour coded to assist you to complete it. You simply need to replace the **<red>** writing with what applies to your employee and situation. Explanatory information is shown in blue italics to assist you and should be deleted once you have finished the letter.

When preparing your advertisement, try to avoid lengthy sentences and paragraphs - this may cause people to lose interest. Also remember to include information about the location, salary and benefits of the job. It's also a good idea to list a contact person to answer any questions from applicants.

Once you've completed the template, you will have a job advertisement that is clear, concise and straight to the point.

### Step 3: Advertise the role

After you have created the job advertisement, you are ready to advertise to fill the position. To attract the most suitable people for the job you need to make sure that they:

- hear about the opportunity
- find the job appealing
- can relate and match it to their expectations, skills and experience.

The best way to advertise will depend on the type of job and the industry your business is in.

Consider options for advertising such as:

- online job sites
- social media
- newspapers or industry publications
- notice boards or shop windows
- through business and industry contacts
- through a recruitment agency.

*The Fair Work Ombudsman is committed to providing you with advice that you can rely on.*

*The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.*

<Business name> **Mega Constructions**

<Title> **Receptionist**

<List the pay, the type of employment, expected hours and the main benefits of the job>

- Permanent full time position
- 38 hours per week
- \$46,000 per year + superannuation
- City location, close to public transport

<Include other details such as:

- A short description of your business
- A description of the job / type of work
- How the job has come about (if relevant)
- Who the person will report to
- List the essential (or desirable) skills, qualifications and experience>

We are looking for an office receptionist for our small business in the wholesale stationery market.

The receptionist will report to the office manager and will be responsible for office administration including:

- reception, including responding to telephone calls and emails and greeting clients
- handling and distributing mail
- filing and photocopying
- maintaining records, including checking accounts and invoices.

The job will be full time, with hours to be worked between 9.00 am and 5.30 pm Monday to Friday.

Successful applicants must have:

- relevant previous reception experience
- advanced Microsoft Office and typing skills
- strong communication and interpersonal skills
- strong organisational skills and attention to detail.

A Certificate IV in Business Administration or equivalent qualification is desirable.

<Include instructions on how to apply – for example, type of application, contact details and closing date>

If you are interested in this job, please email your resume to <contact email address> or call <contact telephone number> for further information.

Applications close on <date>