Job Posting Checklist

Posting a job at HBS is a smart way to create awareness of your organization’s opportunities. Before posting a job, think about the role you are hiring for and what skills a successful candidate would have. Use this checklist to help craft a uniquely informative and compelling job posting.

COMPANY PROFILE: Capture the essence of your company by highlighting your company mission, industry focus and what makes your firm unique.

Questions to consider:
- What characteristics differentiate your organization from your competitors?
- Where are your offices around the world?
- Is there something to note about your overall organization’s culture?

JOB DESCRIPTION: Be as specific as possible about general day-to-day responsibilities and high level goals and objectives.

Questions to consider:
- What makes this job unique?
- Is it part of a structured program (i.e., formal summer internship program, Leadership Development or rotational program)?
- What responsibilities will this role hold?
- Provide examples of day-to-day tasks for this role.
- To whom does the position report?
- What is the culture of the team or department?
- Is this an independent role or a team-oriented position?
- What departments will this role collaborate with?
- Are there distinct relational opportunities in this role (i.e. working with CEO or other senior leaders, collaborating with other interns)?
- How much travel is required or customary?
- What unique long-term opportunities are typically available for someone in this role?
- If posting an internship, can this role lead to a full-time position?
- If posting an internship, is there a particular project the role will focus on?
- Are there examples of projects from years past if a current project is not yet confirmed?
QUALIFICATIONS: Provide detailed information on the type of experience and skills that you are looking for in a candidate.

Questions to consider:

- How many years of experience are required? Note that HBS students typically have 3-7 years of experience. If you’re looking for more experienced candidates, select Alumni as the Job Audience.
- Many of our students and alumni are interested in transitioning industry and/or function (career switchers). Are there skills your company values that might be represented in industries or functions different from those in your job description?
- More than 30% of the HBS student population is international. Might a fresh global perspective be of value to your US company or this role?
- Are you seeking talent for your overseas offices? HBS students come from more than 70 different countries and more than 15% of the graduating class accept positions outside of the US.
- Is there a particular type of interview you plan to conduct (e.g. case interview, behavioral interview)?
- Are dual degree candidates, i.e. JD/MBA, MD/MBA, MPP/MBA, MPA/ID-MBA encouraged to apply?
- In addition to skills, are there personal qualities you’re seeking which would make a candidate a particularly good fit with your organization?

56%  
Students who sourced their accepted internship positions via Career Hub.

Access Resume Books  
Search, identify and connect with candidates to maximize the efficiency of your recruitment efforts.

50  
Career-related student clubs available to reach targeted groups of students.

Strategy Sessions Available  
Create a hiring strategy that’s right for your organization. Connect with the relevant industry or location manager in our office.

PROMOTE YOUR JOB OPPORTUNITY: The following are examples of resources to promote your job postings among targeted groups of students and alumni.

- **Student Clubs**: Work with the club leaders of relevant student clubs to promote your job posting among club members.
- **Resume Book Databases**: Search the alumni resume book database, the student class or club resume book databases and send targeted emails to students and alumni of interest informing them about your job opportunity and your interest in their candidacy.
- **Social Media**: In addition to creating awareness of your organization and broadcasting job opportunities, relevant social media platforms can be a great place for current employees to tout your company culture and for you to connect with candidates of interest.
Post a Job @ HBS

1: Create an account in Career Hub, our recruiting portal:  
www.hbs.edu/careerhub

2: Input your company information

3: Add your job posting
Select the “Job Postings” tab and then click on the add (+) button to add your posting.