

Tips to Consider Before Loading a Job Description into *Recruit*....

Many job descriptions created over the last 5 – 7 years already exist in the four page Word .doc format we used. We recommend that you use this same familiar format to create, edit and update job description information. It is more convenient to review information in a Word document rather than in *Recruit's* expandable text boxes.

BEFORE YOU UPLOAD YOUR JOB DESCRIPTION INTO *RECRUIT'S* JOB DESCRIPTION LIBRARY...

1. Avoid acronyms/buzzwords/or catch phrases in the job description. It must make sense to an external audience as well as the College constituencies.
2. Be sure to SPELL CHECK your work in Word before copying and pasting into the *Recruit* Job Description templates. *Recruit* does not include an internal spell check function. If you use a Google toolbar, you may use that spell checker on *Recruit* information.
3. Do not use bullets, em or en dashes in your job description Word document. These do not translate well when they are saved in *Recruit*. If you do want to list information, be sure to use a standard hyphen (-) or asterisk (*) since these translate identically in *Recruit's* documents.