Formulating job listing requirements.

Post the right specs.

Job Title: _____

Who will this person report to?	
Who will this person get along with? What team will they be a part of?	
What are the daily tasks this person will be expected to perform?	
To what degree is this person expected to work unsupervised?	
What are occasional tasks this person might be asked to perform?	
What are "growth" or "stretch" tasks that this role might take on in the future to demonstrate growth?	
What types of prior experience would the ideal candidate possess?	
What type of personality is ideally suited for this role? What are the natural gifts the ideal candidate should possess?	
What are the "Must haves" vs. the "Nice to haves"?	
Will they be able to work remotely or in-office?	
Full-time/Part-Time/Contract	
Salary range (internal use)	

Prompts for potential new hires.

Ask the right questions.

Tell us more about why you're looking for a new role at this time	
What makes you feel that you're well suited for this role?	
Tell me about specific experiences or projects that you've worked on that aligns with the job requirements.	
As you're looking at various companies and opportunities, what are the most important criteria to you?	
What about this role excites you?	
How do you get yourself motivated when you're in a rut?	
What's the hardest thing you've ever done? Why was it hard? What did you do to overcome it? What did you learn as a result?	
What type of personality is ideally suited for this role? What are the natural gifts the ideal candidate should possess?	
What would you consider to be your work style?	
What kinds of work environments are you most productive in?	
What kinds of people do you like to work with?	
What do you like to do outside of work?	
What questions do you have for us?	