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Job Advert Template

Position Title: XXXX

Indicate Full Time/Part Time Position Temporary/Permanent

Overview of Organization

- Description of your organization
- Include your mission, vision, and values.

Role

- High level overview of the position

Reports to:

- Who this position reports to

Job Responsibilities

- Bullet point list of tasks and responsibilities for this position

Qualifications/Skills

- List the required qualifications for this position.
 - Year of experience
 - Industry experience
 - Any required designation
 - List any specialized equipment/machinery they need experience with
 - MS Excel, Word, Outlook, PowerPoint.
- List the required skills for this position
 - Teamwork
 - Communication
 - Attention to Detail
 - Strict confidentiality
 - Written & Verbal Skills

Salary Information

Include wage information, bonus, vacation, benefits

Why should you join (Insert Practice Name)

- List all the benefits your company offers.
 - Highlight if you offer flex time or personal days.
 - Office hours
 - Parking
 - Professional Fees
 - Training
 - Referral Bonus
 - Fitness membership discounts
 - Mentorship

Application Process

- State your application process.
 - Who to send a resume to
 - Cover Letter

- References

Your Commitment to Diversity, Equity & Inclusion

- Write out your diversity and equity inclusion policy