



Nottingham Trent
University

Employer Toolkits

Job Description Template

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Attract



1. Introduction

The job description you provide is what NTU will use to advertise your role(s) on our job portals. Therefore, just like you would hope to see in a candidate resume, the more information that you can provide about your business and the specific role, the better. This will ensure you attract the most relevant and interested candidates.

2. Template

Company details	
Name	
Company description <i>Max 150 words – give a short description of the company, including any USPs (e.g. location, key clients, operational scope, benefits).</i>	
Address <i>Include country and postcode</i>	
Website	
Company number	
Primary contact details <i>Name, position, email, contact number</i>	
Number of employees	
Primary industry	

Job title <i>This needs to be clear and self-explanatory. Students tend not to apply to complicated or unclear job titles.</i>	
Type of role <i>Please indicate if this is a graduate role, sandwich placement, short-term placement, internship, or project.</i>	
Number of positions:	
Permanent/Temporary <i>Please specify duration.</i>	
Application closing date	
Expected start date <i>And end date if applicable.</i>	
Salary <i>Research shows the more detail you can provide on salary increases the chances of attracting potential candidates by 50% - a salary range can give you more flexibility if it is dependent on experience.</i>	
Location <i>Please indicate if the role can be done across multiple locations or if there are several roles across multiple locations.</i>	
Summary <i>Max 300 characters - This is what is visible to candidates in the job listings so needs to attract their attention and set you aside from the competition. This might include something specific about the role or something interesting about the company such as your company values and what you are doing regarding Corporate Social Responsibility and Climate Positive actions.</i>	

Description

Max 4000 characters - Please provide a detailed overview of what the job entails, including key tasks / key stakeholders / responsibilities and purpose.

Please state any specific technical skills that are essential to the role.

Please indicate any softer skills that would be relevant to the role and any strengths the candidate will need to demonstrate in order to succeed in the role.

How to apply

Max 4000 characters – Please provide details of how applications should be made to you e.g. CV and Covering letter to an email address, or a link to a website where applications can be submitted.

