

## Title

- Level & qualifications
- Location
- Specific work model
- In person
- Remote
- Hybrid – MUST specify how many days in office

## About/ why us

- Who are you
- Why work for your company

## About the position

- Focus on the day-to-day, what the role will look to achieve, the problems they will solve and the impact this role has on the company's mission.

## Responsibilities

- Break down the responsibilities of the role

## Requirements

- What the candidate needs to bring to the role

## Compensation

- Strategic range & language to support it
  - Salary range cannot exceed \$50 000
- Bonuses, benefits, PTO (paid time off), growth opportunity, PD and more

### EXEMPTION TO DECLARE COMPENSATION IF ANY OF THE FOLLOWING APPLY:

- If pay is GREATER than \$200k/ year
  - Example: if the salary range is \$180k - \$199k, you do need to disclose the compensation, however if the compensation is \$190k-\$240k, you do not need to disclose compensation
- Recruitments with no specific positions: Aka "we're hiring" signs or "help wanted" signs, internal job postings, jobs for existing employees within the company
- Work that is performed 100% outside of Ontario
- Employers with 24 or less employees on the day the publicly advertised job is posted

## Vacancy status

- New position vs. replacement

## AI disclosure - if applicable

- If using to screen, assess or select applicants during the hiring process \*Very broad term - still being defined \*

\*No requirement for Canadian work experience in job description

Need guidance? Contact us today!

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