

# QUICK GUIDE TO CREATING A SUCCESSFUL JOB ADVERT



[www.europharmajobs.com/recruit](http://www.europharmajobs.com/recruit)

## **Table of content:**

Job advert checklist

Job advert essentials

Job description

Response and other information

[www.europharmajobs.com/post\\_job](http://www.europharmajobs.com/post_job)

## JOB ADVERT CHECKLIST

Check that your advert covers all the below items before you post your job advert, to get the basics right. If you have time, read our other guides to ensure you attract the right candidate.



## JOB DESCRIPTION

- Short description of business/organisation, and division activity, market position and aims
- To whom the position reports - or other indication of where the role is in the organisation
- Outline of job role and purpose - set up in a list of points if possible
- Indication of size, responsibility, timescale, and territory of role
- List of firm requirements for the job (as bullets)
- Outline of ideal candidate profile
- A separate list of other skills that would be advantageous to have
- Indication of qualifications and experience required
- Salary range
- Other package details (pension, car etc.)
- Career advancement opportunities
- Equipment and systems to be used in the performance of the job, if necessary

## JOB ADVERT ESSENTIALS

- Precise job title
- Name of employer (or recruitment agency)
- Job location
- Whether the role is full-time, permanent or a short-term contract
- Publishing date and application deadline
- Job and advert reference number if necessary
- Have clear text, layout, and a professional image
- Branding should be present but not overbearing

## RESPONSE AND OTHER INFORMATION

- Response and application instructions
- Explanation of recruitment process
- Perhaps interview dates
- Contact details as necessary
- Equal opportunities statements

# EUROPHARMAJOBS

## Top companies use EuroPharmaJobs



### CONTACT SALES:

Ask about **up to 30% off volume packs**  
and about our **high visibility packages**

**info@europharmajobs.com**

**Tel: Belgium +32(0)2 790 3200**

**Tel: UK +44 (0)20 3608 8800**

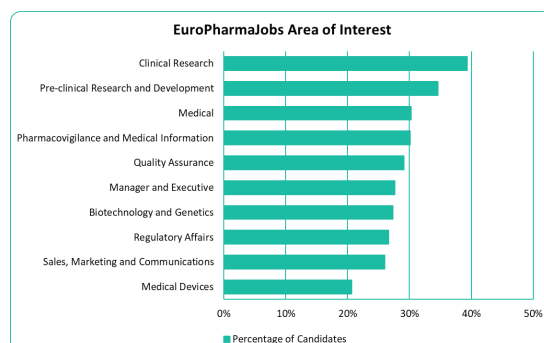
## Reach your top talent today

- Centralized site for Pharma Experts seeking pharma jobs all over Europe
- 12 000 sessions (visits)
- 10 000 users (unique visitors)
- 5 500 weekly general Newsletter sent
- 15 000 weekly Job Alerts with custom preferences

## Highly qualified Pharma Experts in Europe

Through years of marketing and networking at industry relevant events, EuroPharmaJobs attracted a niche audience of highly qualified candidates.

- Multilingual with English as the most common language
- Working in the pharmaceutical industry all over Europe



## What our Clients Say



*"We received a good number of **qualified applications** for our **Post Doc in Neuroscience** position. We will definitely consider EuroScienceJobs for our future recruiting, especially when **reaching out to candidates in all of Europe**."*

*-Dr. Ramya Varatharajan, University of Luebeck*



*"When advertising a **Scientific Project Manager** on EuroScienceJobs, we were very happy and satisfied by the number of responses and quality of people applying."*

*- Frederic Timmermans, ILSI - International Life Sciences Institute*



*"The client, **University of Leeds**, had 7 actual applications via EuroScienceJobs.com for their **Experienced Researcher in Molecular Andrology** position, which is a little low but they were happy they had some, as other sites had produced none. The client was happy."*

*- Leigh Press, Project Manager, TMP Worldwide*