

QUICK GUIDE TO CREATING A SUCCESSFUL JOB ADVERT



www.eurobrussels.com/recruit

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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

Top companies use EuroBrussels



CONTACT SALES:

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

info@eurobrussels.com

Tel: Belgium +32(0)2 790 3200

Tel: UK +44 (0)20 3608 8800

Reach your top talent today

Brussels' leading job site since 2001

- Centralized site for well-educated professionals looking for European affairs and international relations jobs in Europe
- 150 000 sessions (visits)
- 70 000 users (unique visitors)
- 65 000 weekly general Newsletter sent
- 50 000 weekly Job Alerts with custom preferences

Highly qualified jobseekers in the fields of law, politics, economics and communications, and many more.

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

- 89% are willing to relocate
- Majority is based in Belgium, the rest is from Western Europe.
- 70% hold a graduate or undergraduate university degree
- Multilingual with English as the most common language

What our Clients Say



"We post a number of High visibility Job Ads on EuroBrussels and are very happy with the service. We choose EuroBrussels for our recruitment needs, as we require candidates with a strong EU background."
- Amandine Baumann, Recruitment and Development Officer, European Stability Mechanism



*"We decided to post the job ad for Training & Communications Coordinator with **Pre-selection Questions**. It **really saved a lot of time** using the Pre-selection Questions to come up with a list of 5 candidates best qualified for interview. Since then we have offered the position to one of those candidates! I appreciated the help from the consultants to create the best questions and really thank them for the support they provided."*
- Koen Block, Executive Director, European AIDS Treatment Group (EATG)



*"Thanks we were **very pleased with the response** we received for our Programme Manager Caucasus position, which is split between London and Tbilisi. We received a lot of applications from persons with a **good understanding of the Caucasus**, willing to travel and a lot of **policy related experience**."*
- Marie Aziz, SaferworldPHAP



*"Thank you very much! I'm **impressed with the short turn-around time**. Our ad for Events and Communications Associate was online within less than two hours after we submitted it and we started receiving CV's the same day already. A small change to our job ad was implemented immediately."*
- Angharad Laing, Executive Director, PHAP - International Association of Professionals in Humanitarian Assistance and Protection

