How to write a Job Description for the Neurodiverse Job Seeker:

The job description should be brief but informative. The main objective is to minimize broad content and be straight to the point. The layout should be attractive and easy to read or scan.

**JOB DESCRIPTION COMPONENTS:**

- **Title:** Job Title and Pay Grade (if applicable)
- **Requirements:** State the education, experience, training, and technical skills necessary for entry into this job. In this section, only include experience/qualification that are absolutely required (e.g. if you are hiring a doctor, they MUST be licensed in order to get the job).
- **Desired Qualifications:** Here you can list additional qualifications or experience that competitive applicants may have. Be clear that these are not absolutely required, but instead skills that help the applicant’s chances of continuing on in the hiring process. You may include language such as “If you don’t have experience with ______, you are still welcome to apply.” Consider whether you are willing to train someone on those tasks; if so, tell them that!
- **Job Function:** Often, only a few features of job function are critically important: identify tasks that comprise about 90 to 95 percent of the work done and list tasks in order of the time consumed or in order of importance.
- **Schedule:** This should include full time or part time, and whether the schedule is negotiable.
- **How to Apply:** We recommend stating the following: “Please complete the job fair / reverse job fair survey, and check the name of our company and the position you are interested in applying. Please upload your resume through the survey.”

Most employers should confine their job descriptions to one page. Do not list traits such as “enthusiastic,” “team player,” or “able to multitask.” Individuals might be scared to apply with such language.

**WHAT SHOULD I INCLUDE?** See example below.

1. **Title:** Barista, Mocha Café
2. **Requirements:** High School Degree or GED; 18 years or older
3. **Desired Qualifications:**
   - Previous experience as a barista; if none, you are still welcome to apply.
   - Previous experience working a cash register and espresso machine; if you don’t have experience with one or both of these, you will receive training.
4. **Job Function:** Make Coffee; Make Latte; Make Mocha; Make Americano; Sweep/mop; Cash Register; Clean Espresso Machine.
5. **Schedule:** Full time or Part-time; hours will be discussed during the interview
6. **How to Apply:** Please complete the job fair / reverse job fair survey, and check the name of our company and the position you are interested in applying. Please upload your resume through the survey