Indeed Job Posting Checklist

Prepare Before Posting

- Check if the job is already on Indeed via your Employer Dashboard.
- Make sure you know your must-have vs. nice-to-have qualifications, and requirements for cover letters, resumes, etc.
- Confirm all details, such as pay range.
- Confirm who on your team should receive applications and notifications.

Step 1: Click 'Post a Job'

- Go to indeed.com/hire or your Employer Dashboard to start.

Step 2: Enter Job Details

- Include pay, benefits, shift, location, and qualifications.
- Jobs with listed salaries get 3.8X more applications (and is legally required in Vermont)

Step 3: Add Job Description

- Start with must-have qualifications.
- Use bullets, short paragraphs, and simple, clear language.

Step 4: Set Applicant Qualifications

- Use screener questions to filter candidates, but be careful not to over-filter, causing you to miss out on potential applicants.
- Consider enabling auto-rejection for unqualified applicants to earn 'Responsive Employer' badge.

Step 5: Choose Free or Sponsored

- Start with a free posting.
- Things to consider: free posts lose visibility over time. Sponsored (Standard/Premium) boosts reach and branding.

Step 6: Get Feedback & Post

- Have your team review job details before publishing.