



# HIRING SUCCESS 101: THE LOVE LETTER STYLE JOB DESCRIPTION

HOW TO FILL YOUR POSITIONS  
FASTER, EASIER AND WITH THE  
RIGHT PERSON, EVERY TIME

## SUCCESS SECRET: THE FOUR QUESTIONS



### 1. WHY AND WHY NOW?

The first question that needs to be answered is why would the person want this job with you right now?



### 2. WHAT NEEDS DONE?

The second question is what needs to get done and when. Why is this position open? Avoid bullet points!



### 3. TOP PERFORMERS

What are the common attributes of your rockstar performers in this area of expertise?



### 4. MEASURE OF SUCCESS

How will this person's success be quantitatively measured? Don't be vague!

What makes it so that people want to get out of bed and work for your organization? How will they be challenged and grow?

## Emphasize Culture

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## HOW WE HELP **FILL JOBS**

Our Customer Happiness Team has compiled these suggestions from years of pooled experience and analytics. These are our general guidelines that we can provide that have shown to create winning formulas for our clients. Between these tips and the HireMojo database of positions, you should have everything you need to craft your own winning love letter style job description.

If you need more in-depth assistance, utilize our Plan Writing service to have an expert work with you to craft a description for you.

