



Tips for Creating an Effective Job Description

- Consider the job description carefully. Organizations that provide detailed job descriptions and concise, factual information about the organization tend to attract more applicants.
- Provide as much information as you can about the position responsibilities, location, and to whom the position reports. Indicate if the position is a leadership or rotational program and explain how the program works.
- Indicate that an MBA is required; MBA students are typically not interested in jobs that undergrads are eligible for. Mention if any Stanford GSB alumni are hiring managers or senior-level executives at your organization.
- Be sure to select the appropriate work authorization requirement. Keep in mind that selecting a less restrictive work authorization requirement will give you access to a broader candidate pool.
- Verify that all contact information is correct.
- Include the type of interview (case, behavioral, technical, group, panel) your organization will be using.
- Provide information regarding first- and second-round interviews, including timeline, call back dates, and locations.
- Share information about your company's culture such as its mission and values.
- Check that you have specified the correct job functions and regions, since students search for postings using these parameters. To select more than one option, hold down the CTRL or CMD key while clicking. Please be sure to use the job region standards set by the MBA Career Services Council. US Job Region definitions are below.

Standard US Job Region Definitions	
Northeast (except New York City)	Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island Vermont
New York City	
Mid-Atlantic	Washington DC, Delaware, Maryland, Pennsylvania, Virginia, West Virginia
South	Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee
Possessions and Territories	American Samoa, Palau, Guam, Puerto Rico, Virgin Islands, Palau
Midwest	Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin
Southwest	Arizona, Colorado, New Mexico, Oklahoma, Texas
Other Northern California (except SF Bay Area)	
San Francisco Bay Area	
Southern California	
Northwest	Washington, Oregon, Idaho
Other West	Alaska, Hawaii, Montana, Nevada, Utah, Wyoming

If you have specific questions about your job description, please do not hesitate to contact the Recruiting Services Team at cmcrecruiting@gsb.stanford.edu

Thank you!