

# QUICK GUIDE TO CREATING A SUCCESSFUL JOB ADVERT



[www.space-careers.com/recruit](http://www.space-careers.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

## 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

# SPACECAREERS

## Top companies use Space-Careers



### CONTACT SALES:

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

[info@space-careers.com](mailto:info@space-careers.com)

Tel: Belgium +32(0)2 790 3200

Tel: UK +44 (0)20 3608 8800

## Reach your top talent today

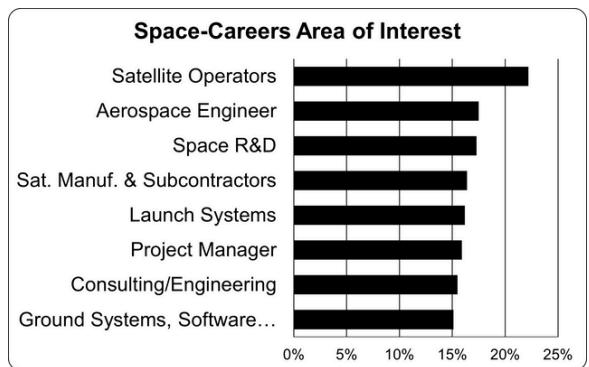
Centralized site for Engineering, Research, Project Management, Space Software Engineering, Satellite Manufacturing & Operations, and many more.

- 40 000 sessions
- 20 000 users (unique visitors)
- 15 000 followers on LinkedIn and other social media
- 50 000 Job Alerts sent monthly with custom preferences

## Highly qualified Space Industry Experts in Europe

Through years of marketing and networking at industry-relevant events, Space-Careers has built up a niche audience of highly qualified candidates.

- 87% are willing to relocate
- Most of the candidates are educated to degree level
- Multilingual with English as the most common language



## What our Clients Say



**"We are extremely satisfied with our experience using Space-Careers.** The platform operates seamlessly, and we especially appreciate the team's quick responsiveness. Whenever we needed support, the staff was readily available. Our job postings were always published promptly and efficiently. **We highly recommend the platform to any company in the space industry!"**

- Ana Glavas, HR - Talent Acquisition, Peak Technology



**The website is actually very user friendly.** We got enough responses, which were mainly from qualified engineers. Thanks for your fruitful cooperation! **We got qualified assistance and were contacted by competent and friendly personnel."**

- Key Account Manager, Nievelt Ingenieur GmbH



**"I'm very satisfied with the outcome of our "Spacecraft Controller" posting so far. We had a lot of applicants through Space-Careers, so the data mirrors our own impression,"**

- Christian Maruszyk, HR Business Partner - Recruitment, Telespazio Germany



**"Thanks for the fast service. We are very pleased with the results of the ad... We can choose between a lot of candidates for this position!"**

- Ine Debo, Recruitment Officer, Deloitte