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KNOWLEDGE ORGANIZATION SERIES

A ONE-PAGE CHECKLIST FOR ANYONE WRITING A JOB POSTING

Write the tasks before the title.

A title is the first thing a job seeker searches for and the least reliable thing in a posting. These seven steps make the description do the work the title can't.

1 List the tasks first.

Write what the person will actually do, one line per task, before you touch the title.

2 Name the verb for each task.

Keeping a list is not checking someone else's list. Be exact, and don't upgrade the verb because it sounds better.

- **KEEP:** owns the record
- **CHECK:** reviews another's record
- **RECOMMEND:** advises what should exist
- **TEST:** confirms a control works

3 Name what each task produces.

An AI inventory, an assessment checklist, a folder of audit evidence. Outputs are what gets inspected, so they describe the job better than adjectives do.

4 Name the rule each task answers to.

The NIST AI Risk Management Framework, ISO/IEC 42001, the EU AI Act or your own policy. A task that several standards require is a real job, not a naming habit.

5 Say who does the other half.

If this role checks or recommends, say who keeps the record or writes the document. It tells candidates where the role sits.

6 Keep level and pay separate from the task.

Two jobs can share a task and still differ in seniority, authority and pay. State those plainly instead of letting the title imply them.

7 Now choose the title, and list its other names.

Use whatever title the org chart needs, then mention the common variants in the description so a search on any of them finds you.

> **The test:** could a qualified candidate tell from the posting alone what they would keep, check, recommend or test in their first month? If not, the description isn't finished.

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