**Exercise – Job offer**

If you are planning to expand your company's team with new employees, try to create a job offer according to the elements below. In addition, be sure to include an attractive graphic design for your job offer.

**Information about your company as an employer**

*In the first section, briefly describe your company. Write, for example, what industry it operates in, how many years it has been on the market, to whom it directs its products/services.*

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**Job description and responsibilities**

*In this section, describe what responsibilities the new employee will have, what they will be doing, what projects they will be working on, what tools/programs they will use.*

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**Requirements from the employee**

*Describe what you expect from the future employee, i.e. skills (hard and soft), education, qualifications, work experience, personality traits, etc.*

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**Benefits for the employee**

*Write what you offer to your employees, e.g. development opportunities, training, flexible working hours, hybrid working, etc. It is also worth indicating what type of contract you offer and what the working hours will be (e.g. employment contract, part-time work).*

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**Contact and additional information**

*Finally, write about how candidates can apply for the job offer, what documents you require (e.g. CV), and until when the recruitment is open. You can also include contact information so that candidates can ask questions about working for your company.*

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