



Job Posting Checklist For Tennis Organizations

This checklist is designed to help you ensure that every job posting you create is comprehensive, clear, and aligned with both legal requirements and your organization's values. Use this checklist to review your job postings and make sure all essential elements are included.

Company information

- Does the job posting include a brief overview of the company, its mission, and values?
- Are the organization's diversity and inclusion initiatives mentioned?

Job Details

- Does the job posting include the date of the posting?
- Does the organization ensure that job descriptions accurately reflect the responsibilities and expectations for each role?
- Is the expected starting date mentioned in the job posting?
- Is a salary range provided in every job posting?
- Are the offered benefits and perks clearly detailed in every job posting?
- Does the posting mention career growth or advancement opportunities within the company?

Requirements and Legal Disclosures

Are all necessary requirements and legal disclosures included in every job posting?

- Employment Classification
- Work Hours and Overtime
- Probationary Period
- Right to Work
- Background Checks
- Disability Accommodations
- Canadian Human Rights Act
- Employment Equity Act
- Data Protection and Privacy

Application Process

- Do job postings clearly outline the application process and any required documentation?
 - Application Submission Instructions
 - Required Documentation: resume, cover letter, professional references, certifications
 - Application Deadline
 - Confirmation of Receipt
- Are candidates informed about the expected timeline for the screening process when they apply?
- Is there an option for candidates to ask questions or contact someone directly for more information?

Compliance and Review

- Are job postings reviewed for inclusive language?
- Are job postings reviewed by legal or HR to ensure compliance with local labor laws and regulations?

Publicizing the Job

- Are job openings advertised publicly and in multiple channels?
- Are job postings shared with associations related to the industry like your Provincial Tennis Organization and the Tennis Professionals Association?