

# Job Description Checklist

## Top 5 red flags



### Unclear Salary

- Competitive Salary = they won't pay enough.
- Salary Negotiable = Be cautious, they control the budget.

#### Why the secrecy?

Likely to pay less, encouraging lower expectations. Approximate salary terms like "Circa" or "Salary Bracket" are often deceptive, leaning toward the lowest offer.

Excuses follow: it's competitive or reflects your experience. Beware, tight offers now might not bode well for future pay reviews.



### Bonuses

Some companies offer a lower salary with the promise of a bonus not clearly outlined in the contract. Later, you discover it's discretionary, with no transparent assessment criteria. To avoid surprises, insist on clarity regarding the bonus percentage and how it's determined.

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### Unusual Working Hours or Expectations

If the job description includes extended working hours, frequent overtime, or unrealistic demands on your availability, it may suggest an unfavourable work-life balance.



### Role & Responsibilities

An excessively long or brief job description filled with buzzwords may indicate a lack of clarity on the employer's part. Unrealistic demands for qualifications and experience often highlight an unrealistic employer.



### Promises

Promises in job descriptions, like progress and department building, can be alluring. Verify their certainty by asking the employer and understanding specific timelines