

Job posting checklist

Written to the strictest common standard (Ontario's 2026 rules), so one posting works in most places. **Not legal advice:** check the rules where you hire.

Role	Posted on (date)	Posted where
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What the posting says

- ☐ **Pay:** a real minimum and maximum, no more than \$50,000 a year apart
- ☐ How any commission or performance bonus is earned
- ☐ **Benefits:** a short, general description
- ☐ **AI:** whether AI is used to screen, assess or select applicants, and what a person still decides
- ☐ **Vacancy:** "This posting is for an existing vacancy", or that it isn't, and why
- ☐ When you expect to decide, and when applicants will hear back
- ☐ What the work actually is, in the first few lines
- ☐ Three to five must-haves, written as evidence
- ☐ No "Canadian experience" or similar requirement
- ☐ No requirement you wouldn't actually screen on

Make it believable

- ☐ Also listed on your own website
- ☐ Careers page says how you contact applicants, and that you never ask for payment
- ☐ "Always hiring" roles say so, and how often applications are reviewed

While it's open

- ☐ A copy of every version saved, including linked pages
- ☐ A list of every site it appears on, including copies
- ☐ Every applicant acknowledged

After interviews

- ☐ Each interviewed applicant told whether a decision has been made within 45 days of their last interview
- ☐ A copy of that notice kept

When it's filled or paused

- ☐ Removed everywhere it appears, within two weeks
- ☐ Every applicant told the outcome
- ☐ Posting copies and notices kept for at least three years

Example wording

Pay: \$62,000–\$74,000 a year, plus extended health and dental. This posting is for an existing vacancy. We use AI software to check each application against the requirements below; a person reviews every recommendation and makes every decision. We'll reply to every applicant within two weeks of the closing date.

Sources: Ontario Employment Standards Act job posting requirements (from 1 January 2026, for employers with 25 or more employees); pay transparency rules in British Columbia, California, Illinois, New York State and Washington. Full details and links in the article.

From "What a job posting must disclose in 2026", sortthestack.com/blog/job-posting-disclosure-rules