



THE RIGHT FIT: ENHANCING CLUBS/FACILITIES TALENT ACQUISITION & RETENTION

TOOLS & GUIDES

UNDERSTANDING JOB DESCRIPTIONS & JOB POSTINGS

As club/facility employers (as it is in other industries), sometimes it's easy to think of promoting job opportunities by using a Job Description that has been put together by a hiring manager and/or by someone dealing with Human Resource functions.

It's highly recommended to understand the difference between a Job Description and a Job Posting when searching for talent. This understanding will maximize desired outcomes in attracting suited candidates.

Let's delve into the distinctions between a Job Description and a Job Posting.

JOB DESCRIPTION

Definition:

A job description will serve as an internal framework for a specific role within the club/facility. It outlines all the responsibilities, tasks, and functions associated with that position.

Purpose:

- **Internal Use:** Job descriptions are primarily used as an 'internal document'. They provide a comprehensive understanding of what is expected from an employee/golf professional in a particular role.
- **Legal Document:** When an employee signs a job description when hired or when there is a role change, it becomes a legal document confirming their understanding of the position.
- **Measurement:** Helps measure productivity and performance.

Collaboration:

Writing a job description typically involves collaboration between the hiring manager, recruiter, and compensation team.

Content Focus:

- **Facts & Expectations:** Job descriptions emphasize facts, roles, responsibilities, and expectations.
- **Presented:** They are often organized as Word documents or Excel spreadsheets.



JOB POSTING

● Definition:

A job posting can be used internally but most times it's geared towards being a public advertisement designed to attract potential candidates. It is what you find on job boards, club/facility Jobs website page, and other external platforms.

● Purpose:

- **Attracting Professionals:** Job postings aim to attract qualified applicants. They answer the question, "Do I want to apply for this job?" as should they sell a club/facilities 'Value Proposition' – Why Us?
- **Recruiting Tool:** They serve as external recruiting tools. It's a 'What to expect', where transparency is key.

● Authors:

- **Talent Acquisition Team:** Job postings are usually written by a recruiter/Talent Acquisition team or someone working in that capacity. With smaller teams, this task sometimes falls upon a hiring manager.
- **External Visibility:** Unlike job descriptions, they are visible outside the company.

● Content Focus:

- **Marketing:** Job postings are dynamic and engaging. They may include images, videos, employee testimonials, and more.
- **Engaging Language:** To attract the right candidates, job postings should use engaging language rather than formal jargon.
- **Remember:** As a club/facility this is your opportunity to shine in the eyes of prospective professionals. Sell your 'Value Proposition' – Tell your Story!

HERE'S A SIDE-BY-SIDE COMPARISON:

	JOB DESCRIPTIONS	JOB POSTING
PURPOSE	Internal framework for role expectations	External tool to attract candidates
CONTENT	Facts, roles, responsibilities, expectations	Marketing content with engaging language
AUTHOR	Collaboration (hiring manager, recruiter)	Talent Acquisition team or recruiters
VISIBILITY	Internal (within the organization)	External (job boards, career sites, etc.)
FORM	Word doc or Excel spreadsheet	Dynamic content (images, videos, testimonials, etc.)



Effective Job Description
and Posting Samples can
be found here.

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REMEMBER...

While job descriptions set expectations, job postings aim to entice potential applicants. Both play crucial roles in effective recruitment!

[Job Description
Templates](#)

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[Hiring PGA Professionals
with Specializations](#)

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GUIDE TO HIRING
THE RIGHT PGA OF CANADA
PROFESSIONAL FOR YOUR FACILITY

Guide to Hiring the Right Fit

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HIRING STEPS CHECKLIST

Hiring Steps Checklist

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GETTING PREPARED

- ☐ Contact the PGA of Canada National Employment Department or Zone Office
- ☐ Appoint a Selection Committee
- ☐ Analyze Your Facility's Needs

GATHERING MOMENTUM

- ☐ Prepare a Job Description on your own or with the help of the PGA of Canada's Employment Department
- ☐ Identify the Ideal Candidate
- ☐ Determine the Compensation & Benefits Package

AIMING FOR THE RIGHT TARGET

- ☐ Advertise the Position with the PGA of Canada
- ☐ Implement Hiring Best Practices – e.g. implicit bias training, removing names in the screening process
- ☐ Collect and Screen Resumes
- ☐ Interview Select Candidates
- ☐ Background Check/Vulnerable Sector Screening (if working with juniors)

FINISH STRONG

- ☐ Make the Final Selection
- ☐ Sign a Contract with Your New PGA of Canada Professional
- ☐ Announce Your Decision
- ☐ Notify the PGA of Canada

PGA OF CANADA: HIRING STEPS CHECKLIST




HOW TO EFFECTIVELY SCREEN RESUMES

How to Effectively Screen Resumes

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INTERVIEW GUIDE

Interview Guide

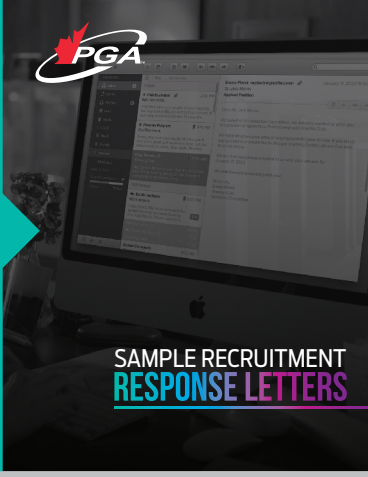
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HIRING THE 'RIGHT FIT'!

Hire the 'Right Fit'

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SAMPLE RECRUITMENT RESPONSE LETTERS

Sample Recruitment Response Letters

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Find out more about how a PGA of Canada professional can help your facility improve its service standards and financial performance. For further information on hiring guidelines, please contact your PGA of Canada Zone Office:

CLICK TO CONTACT YOUR PGA OF CANADA ZONE OFFICE