Shiftbase template

Skills based job Description

About this template

This skills-based job description template is for SME owners, managers, and HR teams who want to hire faster and more fairly — without relying on vague "requirements" like years of experience.

Why skills-based works better in 2026

- It focuses on what someone can actually do (skills + outcomes), not just credentials
- It reduces bias from "gut feel" hiring
- It makes interviews and decisions easier to document and explain

How to use it (15–20 minutes)

1. Fill in the role basics (title, location, contract type, pay range if possible)
2. Write outcomes first (30/90 days + 12 months). If you can't measure it, make it observable.
3. List responsibilities (6–10 bullets max). If it's longer, it's probably 2 roles.
4. Define must-have skills (3–5). Add "evidence prompts" so candidates know what to share.
5. Add nice-to-haves (max 3–5). Don't let these block great candidates.
6. Use the same structure in interviews (structured scorecard + consistent questions)

✅ **Best practice**
Keep this line in mind: "If it isn't written down, it won't be hired consistently." That's why this template uses outcomes, evidence prompts, and a structured process section.

Skills based job description template

(Use this as one master template. It's designed to be skimmable for candidates and "structured" for managers, so you can hire consistently.)

Role basics

Job title: [Insert job title]

Department / team: [Insert department]

Reports to: [Insert role/name]

Location / working style: [On-site / hybrid / remote + city/time zone if relevant]

Contract type: [Full-time / part-time / fixed-term / contractor]

Start date: [Optional]

Pay range (recommended): [Insert range] + [currency] + [frequency]

⚠️ If you're not ready to publish a range, add "Pay range available during the process."

One-liner summary (what this role is really for)

In this role, you'll: [One sentence that describes the main outcome, not the tasks]
👉 **Example:** "Own our weekly scheduling process so managers publish on time and payroll runs cleanly."

What success looks like (outcomes, not vague goals)

In the first 30 days, success looks like:

- [Outcome 1: onboarding + understanding of systems/process]

- [Outcome 2: first small win delivered]

- [Outcome 3: relationships built with key stakeholders]

In the first 90 days, success looks like:

- [Outcome 1: measurable improvement or deliverable shipped]

- [Outcome 2: process stabilized / routine implemented]

- [Outcome 3: clear ownership + reporting cadence]

In 12 months, success looks like:

- [Outcome 1: bigger business impact]

- [Outcome 2: scalable improvement]

- [Outcome 3: handover-proof processes/documentation]

💡**Quick tip:** If you can't measure it, make it observable.
("Reduced overtime surprises" / "Schedules published X days ahead" / "Fewer manual time edits".)

What you'll do (responsibilities)

You'll be responsible for:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]
- [Responsibility 5]
- [Responsibility 6]

⚠️ Keep this to 6–10 bullets. If it's longer, it's probably 2 roles.

How you'll work (collaboration + decision rights)

You'll work closely with:

- [Team/role 1] to [reason]
  [Team/role 2] to [reason]
- [Team/role 3] to [reason]

You'll own decisions on:

- [Decision area 1]
- [Decision area 2]

You'll align with others on:

- [Area 1]
- [Area 2]

Must-have skills (skills-based requirements)

These are the non-negotiables. If you've got these, we want to hear from you.

Must-have skills:

[Skill 1]
 Evidence we're looking for:

- [Example proof: result, project, metric, portfolio item]
- [Example proof]

[Skill 2]
 Evidence we're looking for:

- [Example proof]
- [Example proof]

[Skill 3]
 Evidence we're looking for:

- [Example proof]
- [Example proof]

[Skill 4]
 Evidence we're looking for:

- [Example proof]
- [Example proof]

Working style skills (pick 2–4):

- Clear communicator (writes things down, closes loops)
- Organized and consistent (works with checklists/workflows)
- Calm under pressure (handles last-minute changes without chaos)
- Data-aware (can spot patterns and act on them)

Nice-to-have skills (not required)

Nice-to-have:

- [Nice-to-have 1]
- [Nice-to-have 2]
- [Nice-to-have 3]

⚠️ **Important: Don't reject great candidates for missing nice-to-haves.**

Experience (keep it flexible)

We're not obsessed with "X years." We care that you can do the work.

You'll probably thrive if you've:

- [Done similar work in a similar environment]
- [Worked with similar tools/processes]
- [Handled similar stakeholder complexity]

Tools & working conditions (set expectations early)

Tools you'll use:

- [Tool 1]
- [Tool 2]
- [Tool 3]

Working hours / availability: [Insert expectations]

Travel (if applicable): [None / occasional / %]

Physical requirements (if applicable): [Insert]

Our hiring process (makes this fair + fast)

Our process is structured so candidates are assessed consistently:

1. Short intro call
2. Structured interview (with a scorecard)
3. Practical task OR work sample review (role-relevant and time-boxed)
4. Final conversation + references (if applicable)

What to include in your application (makes selection easier)

Please include:

- A CV or LinkedIn profile
- 2–3 examples of work/results relevant to this role (links or short bullet points)
- (Optional) A short note: "Why this role, why now?"

Equal opportunity + accessibility (short and human)

We hire based on skills and potential. If you need an accommodation during the hiring process, tell us — we'll make it work.

➕Add ons

"Top 3 problems you'll solve"

(Perfect for clarity + candidates who want substance.)

- Problem 1: [ ]
- Problem 2: [ ]
- Problem 3: [ ]

Interview scorecard hook (so hiring stays structured)

"At interview stage, we'll assess: [Competency 1], [Competency 2], [Competency 3]."
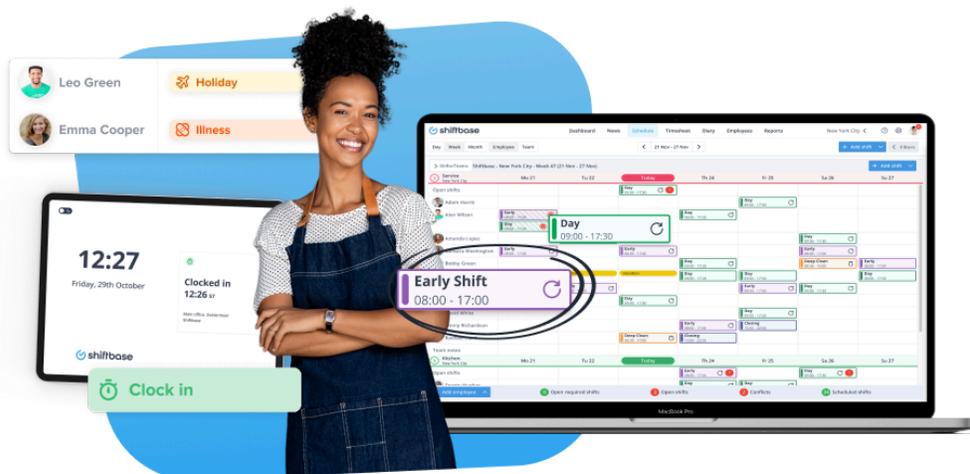
Pay transparency line (EU-friendly)

"We use consistent criteria to set pay: role scope, skills, experience, and impact. We aim to be transparent and fair."

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