Job Posting Analysis Checklist

WC-04 | Chapter 3 | Workcamper | Version 1.0

Read the posting, then ask for every missing term. Keep the advertisement and dated answers with your offer.

Write in the spaces or click a blank field to type in Word.

Employer and posting link	Date reviewed

Check	Item	Evidence or next action
	Hours per person or household	
	Hours exchanged for a site and hours paid	
	Usual, occasional, and after hours duties	
	Who supplies tools, safety gear, uniforms, and training	
	Standing, lifting, climbing, weather, and driving demands	
	Decision authority and escalation contact	
	Site, utilities, laundry, pets, and storage	
	Commitment dates and what happens if it ends early	

Mark each item Done, Open, or N/A. Explain open items and name the next action.

Most important missing answer and who will provide it

Decision and date to follow up

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