

TEMPLATES

The Job Post *Template* Pack

Four listing templates, one per category, each field mapped to the posting form so what you write becomes filters, a Geo-Flex score, and the answers candidates were about to ask for.

WHAT'S INSIDE

- The location paragraph, five ways
- Remote listing template
- Seasonal listing template
- Visa-sponsored listing template
- Work exchange listing template
- Pre-publish checklists by category

Edition 2026

enroutejobs.com/publications

How to use the templates

Each template is a page you can fill in by hand or on screen before you open the posting form. The field names in the templates match the form, so nothing is written twice. The structured fields matter more than the prose: they drive the category filters, the "accommodation included" and "sponsorship confirmed" filters seekers use, and the Geo-Flex score.

The prose still matters. Seekers read the location paragraph first and decide whether to keep going, so page 3 gives you that paragraph written five ways for five different policies. Pick the honest one.

THE ORDER THAT WORKS

1. Fill the structured fields.
2. Write the location paragraph.
3. Write the job in verbs.
4. Split required from preferred.
5. State the number.
6. Say when they will hear back.

01

The location paragraph, five ways

The first thing a seeker reads. Two or three sentences. Pick the one that is true.

Worldwide, async Very flexible to Live anywhere

"You can be based anywhere. We hire as employees in [countries] and as contractors elsewhere. The team works asynchronously across [n] timezones; there are no fixed hours, and decisions are written down. We meet in person [n] times a year, fully paid."

Regional, overlap hours Very flexible

"Based anywhere in [Europe / the Americas / APAC]. We ask for [4] hours of daily overlap with [CET / US Eastern], your choice of which. Employees via our entities in [countries] or an employer of record elsewhere in the region."

Named countries, core hours Flexible

"Open to candidates in [country list], where we can employ you directly. Core hours are [10:00–15:00 CET]; the rest of the day is yours to arrange. One team week a year in [city], expenses covered."

One country, flexible hours Limited

"Remote within [country] for payroll and legal reasons. Hours are flexible around a [11:00–15:00 local] core. No travel required."

One country, fixed hours, some office Location-tied

"Remote within [country], on [09:00–17:00 local] hours, with [n] days a month at our [city] office. We say this up front so you can decide whether it suits you."

HONESTY SCORES

The fifth paragraph is the least flexible and will get the fewest applications, and every one of them will be from someone who read it and is fine with it. That is a better pipeline than the first paragraph on a listing that is secretly the fifth.

02 Remote listing

Location-freedom track. Reach, hours, employment type and travel are the score.

Common to every listing

Title (level + core skill + location shape) _____

Category _____ Experience level (entry / mid / senior / lead) _____

Employment type (full-time / part-time / contract / freelance / internship) _____ Work arrangement _____

Salary min _____ Salary max _____

Currency _____ Period (year / month / week / hour) _____

Skills required (comma separated; these drive matching) _____

Languages required, with level _____ Required tools _____

Application method (quick apply / URL / email) _____ Apply URL or email _____

When applicants will hear back (put this in the description) _____

Geo-Flex policy (the top tier of evidence)

Hiring reach: ☐ worldwide ☐ several regions ☐ one region ☐ named countries ☐ one country _____

Approved regions or countries (list) _____

Restricted countries and why (sanctions, data, payroll) _____

Sync mode: ☐ fully async ☐ overlap hours ☐ timezone band ☐ fixed core hours _____

Overlap hours per day _____ Core start–end _____ Reference timezone _____

Timezone band (UTC from / to) _____ Employment types offered (employee / contractor / EOR) _____

Retreats or travel per year _____ Where _____ Who pays _____

Office days per week, if any _____ Remote weeks per year, if hybrid _____

Description

LOCATION PARAGRAPH (FROM SECTION 1)

WHAT THE PERSON WILL DO IN A NORMAL WEEK (5–8 BULLETS, VERBS FIRST)

REQUIRED

PREFERRED

PAY: RANGE, CURRENCY, WHETHER LOCATION-ADJUSTED AND HOW

03

Seasonal listing

Mobility track. Dates, what is provided, contract length and visa route are the score.

Common to every listing

Title (level + core skill + location shape) _____

Category _____ Experience level (entry / mid / senior / lead) _____

Employment type (full-time / part-time / contract / freelance / internship) _____ Work arrangement _____

Salary min _____ Salary max _____

Currency _____ Period (year / month / week / hour) _____

Skills required (comma separated; these drive matching) _____

Languages required, with level _____ Required tools _____

Application method (quick apply / URL / email) _____ Apply URL or email _____

When applicants will hear back (put this in the description) _____

Season and contract

Season start (project start) _____ Season end _____ Renewable next season? ☐ Yes ☐ No _____

Hours per week _____ Days off per week _____ Minimum contract (months) _____

Exact location (resort, town, site) _____ Country _____

What is provided

Housing: ☐ provided ☐ subsidised ☐ help finding ☐ none _____ Cost to staff per week/month _____

Housing details (shared / private, distance from work, what it includes) _____

Meals: ☐ included ☐ partly ☐ none _____ Details (which meals, on which days) _____

Transport: ☐ to site provided ☐ local provided ☐ none _____ Details _____

Other: lift pass, uniform, equipment, end-of-season bonus _____

Who can apply

Right to work accepted: ☐ citizens/EU ☐ working-holiday visas ☐ we sponsor seasonal permits ☐ other _____

Nationalities or programmes you recruit through (J-1 agency, WHV, etc.) _____

Description

THE SEASON IN TWO SENTENCES: WHERE, WHEN, WHAT IT IS LIKE

WHAT THE PERSON WILL DO ON A NORMAL SHIFT

REQUIRED (CERTIFICATIONS, LANGUAGES, EXPERIENCE)

PREFERRED

04

Visa-sponsored listing

Relocation track. Sponsorship, relocation help, family provisions and flexibility on arrival are the score.

Common to every listing

Title (level + core skill + location shape) _____

Category _____ Experience level (entry / mid / senior / lead) _____

Employment type (full-time / part-time / contract / freelance / internship) _____ Work arrangement _____

Salary min _____ Salary max _____

Currency _____ Period (year / month / week / hour) _____

Skills required (comma separated; these drive matching) _____

Languages required, with level _____ Required tools _____

Application method (quick apply / URL / email) _____ Apply URL or email _____

When applicants will hear back (put this in the description) _____

Sponsorship

Visa types you will sponsor (name them: Skilled Worker, Blue Card, HSM, H-1B, 482...) _____

Countries or nationalities you can sponsor from (or "any") _____

Sponsorship fees: ☐ fully covered ☐ partly ☐ candidate pays (not recommended) _____ Timeline you have seen (weeks) _____

Have you sponsored before? ☐ Yes, [n] times ☐ First time (say so; it is fine) _____

Sponsorship details: process, who handles it, what is conditional _____

Relocation

Relocation covered: ☐ Yes ☐ Partly ☐ No _____ Budget or allowance (amount, currency) _____

Flights ☐ Temporary housing ☐ (weeks: __) Shipping ☐ Deposit help ☐ Settling-in agency ☐ _____

Dependants: ☐ visa sponsored ☐ fees covered ☐ partner work rights info ☐ school support _____

Flexibility once there: remote days, work-from-elsewhere weeks _____

Description

LOCATION AND SPONSORSHIP PARAGRAPH: THE COUNTRY, THE VISA, THE PACKAGE, IN THREE SENTENCES

WHAT THE PERSON WILL DO

REQUIRED (DEGREE LEVEL, YEARS, RECOGNISED QUALIFICATIONS)

PREFERRED

NEVER WRITE "FOR THE RIGHT CANDIDATE"

It reads as conditional and the score treats it that way. If sponsorship depends on level or nationality, say exactly what it depends on.

05

Work exchange listing

Mobility track. Treat it as a job with a non-cash wage: hours, stay, what is provided.

Title (what the person will mostly do + where) _____

Category _____ Exact location _____

The exchange

Tasks (list; these become the skills matching) _____

Hours per week _____ Days off per week _____ Minimum stay (days) _____ Maximum stay (days) _____

Accommodation type (private room / shared / cabin / tent / boat) _____ Accommodation details _____

Meals: ☐ all ☐ some ☐ none _____ Stipend: ☐ yes, amount/period/currency ☐ no _____

Included perks (lessons, activities, transport, produce) _____

Visa: ☐ host has checked the position ☐ working-holiday required ☐ EU/citizens only ☐ other _____

Insurance required from the participant? ☐ Yes ☐ No _____ Unpaid-work acknowledgement on the form: ☐ done _____

Description

THE PLACE AND THE PEOPLE, IN THREE SENTENCES

A NORMAL DAY, HOUR BY HOUR

WHAT YOU ARE LOOKING FOR (SKILLS, TEMPERAMENT, LANGUAGES)

STATE THE VALUE BOTH WAYS

"24 hours a week for a private room and two meals a day; a similar room here rents for about €400 a month." Seekers do this arithmetic anyway (the Work Exchange Starter Kit in this library teaches them to). Doing it for them is the mark of a host worth choosing.

06 Pre-publish checklists

Every listing

- ☐ Title includes level, skill and location shape
- ☐ Location paragraph is first and true
- ☐ Duties are in verbs; a seeker can picture the week
- ☐ Required and preferred are separate lists
- ☐ Salary range, currency and period are filled in
- ☐ Skills field lists the real skills (it drives matching)
- ☐ Application method works; you tested the link
- ☐ The listing says when applicants will hear back
- ☐ Someone other than the author has read it

Remote

- ☐ Hiring reach selected, with countries or regions listed
- ☐ Sync mode chosen; hours and timezone filled in if not async
- ☐ Employment types stated
- ☐ Travel: times per year, where, who pays
- ☐ Restrictions explained, not just listed

Seasonal

- ☐ Season start and end dates
- ☐ Hours and days off
- ☐ Housing: type, cost, distance
- ☐ Meals and transport
- ☐ Visa routes you accept
- ☐ Whether it renews next season

Visa-sponsored

- ☐ Visa classes named
- ☐ Nationalities or countries you can sponsor from
- ☐ Fees: who pays
- ☐ Timeline you have seen
- ☐ Relocation package itemised
- ☐ Dependant provisions stated
- ☐ Offer conditional on visa approval: said plainly

Work exchange

- ☐ Hours per week and days off
- ☐ Minimum and maximum stay
- ☐ Room, meals, stipend, perks itemised
- ☐ Visa position stated
- ☐ Insurance expectation stated
- ☐ Unpaid acknowledgement completed
- ☐ Value stated both ways

EnRoute Jobs

Ready to post?

Your first listing is free in any category. Every listing is reviewed by a person and published with a Geo-Flex score, match scoring on every applicant, and the full pipeline.

POST A JOB

enroutejobs.com/employers

EMPLOYER RESOURCES

enroutejobs.com/employer/resources

PRICING

enroutejobs.com/employers#pricing

MORE FROM THE LIBRARY

- The Geo-Flexible Hiring Playbook
- The Seasonal Staffing Planner
- The Visa Sponsorship Employer Checklist
- The Remote Interview Scorecard Kit
- The Geo-Flex Score Field Guide (what your candidates read)

All at enroutejobs.com/publications

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