



Job Description Alignment Tool™

Context

This tool is based on the principles outlined in the eBook: Talent Strategy in the Age of Algorithms

It is designed to help leaders ensure that what they define in a role aligns with what the system will actually surface.

What This Tool Is

The Job Description Alignment Tool™ helps leaders clarify what a role truly requires before it is introduced into the sourcing system.

It ensures that:

- Expectations are clearly defined
- Requirements are aligned with real success
- And language reflects how candidates actually describe their experience

Why This Matters

Job descriptions are no longer just communication tools.

They are inputs.

And those inputs directly influence:

- Which candidates are surfaced
- Which candidates are filtered out
- And how your pipeline is shaped

When inputs are unclear or inflated:

- Strong candidates can be missed
- Irrelevant candidates can be prioritized
- Hiring outcomes become inconsistent

This tool helps ensure alignment before the process begins.

1. Position Details

Role: _____

Department: _____

Hiring Leader: _____

Date: _____

2. Define The Need For The Role and What It Should Accomplish

What business problem does this role solve?

What must this person accomplish in the first 6–12 months?

What behaviors will determine success in this role?

3. Separate Must-Haves From Preferences

Avoid overloading the role. Clarity improves matching and visibility.

Requirement	Must-Have	Preference / Nice-to-Have

4. Translate Success Into Searchable Language

Systems match candidates based on how experience is described. Translate internal expectations into language candidates actually use.

Outcome / Capability Needed	Plain-Language Description (how you would say this in a conversation)	Keywords / Terms Candidates Use

Example:

Outcome/Capability Needed: Leads cross-functional initiatives

Plain-Language Description (how you'd say it): Runs projects across teams

Keywords: Project management, cross-functional leadership, operations

5. Algorithm Risk Check

Are requirements inflated beyond what the role truly needs?

Yes No

Notes: _____

Could strong candidates be filtered out due to narrow or unclear language?

Yes No

Notes: _____

Example:

Narrow (Too Specific):

“Must have experience with SAP S/4HANA in a manufacturing environment”

→ May filter out strong candidates with similar ERP experience

Better:

“Experience using ERP systems (e.g., SAP, Oracle, NetSuite) in a manufacturing or operational environment”

Does the description define outcomes, not just responsibilities?

Yes No

Notes:

Does the language reflect how qualified candidates describe their experience?

Yes No

Notes:

6. Final Alignment Before Posting

Does this description reflect what success actually requires, not just what has been done before?

Yes No

Notes:

Are the hiring leader and Talent Acquisition aligned on must-haves vs. preferences?

Yes No

Notes:

What is one change that would improve clarity before posting?

Final Thought

What goes into the system determines what comes out of it.

Be sure what you are defining reflects what success actually requires, not just what has been done before.