



CREATING A MORE INCLUSIVE JOB DESCRIPTION

Many times, a job description serves as the first touchpoint for someone considering working for your organization. Taking the time to make your description more inclusive and appealing will encourage the best candidates to apply.

- Eliminate gendered language; use they or you, not she or he. Avoid gender-coded words like nurturing, supportive, dominate, assertive, or superior.
- Avoid using industry jargon. A great candidate might not apply because they do not understand the language being used.
- More language considerations: fast-paced or moving, work hard, play hard, lift up to 20 lbs. vs. move up to 20 lbs. – these terms could be considered agist and ableist.
- Make your job description easy to read. Use bullet points and do not make the description too lengthy.
- Be willing to revise your job description several times if necessary based on feedback from your applicants.
- Get feedback and perspective on the description from others currently in that department, as well as folks not within the hiring department.
- List and highlight company benefits, but be inclusive with the offerings and language. Instead of maternal leave use paternal leave; wellness programs appealing to all age groups; childcare subsidies; domestic partner coverage; paid sick leave; and paid volunteer days.
- Limit the job requirements to only the essential requirements. Each requirement line can be seen as another exclusion to a potential candidate.
- Eliminate certain education requirements unless they are absolutely necessary. Instead of stating a bachelor's degree is a required, say bachelor's degree, trade school, military history or past professional development will be considered for this position. Do not state a specific GPA requirement for entry-level positions.
- Make sure your job posting and application are mobile friendly. Not everyone has a personal computer at home. Consider if offering an opportunity for an application to be completed in person would widen your candidate pool.
- Emphasize your company's commitment to DEI; include your DEI, vision and/or mission statements.

