

## Inclusive Job Ads

What are inclusive job ads?

An inclusive job ad intentionally seeks out a diverse pool of candidates by using barrier free language and encouraging all qualified candidates to apply. Inclusive job ads focus on required skills to perform a job successfully and screens talent in vs. screening out, allowing all qualified applicants to apply without experiencing barriers.

### Three Ways to Make Your Job Ad More Inclusive

1. Language really matters when writing your job descriptions. **Avoid internal acronyms or jargon** (i.e. a M&R Specialist involves an acronym but a Marketing and Research Specialist is clearer and does not). When you spell out acronyms and describe what is required, candidates will be able to understand clearly what you are asking for.
2. **Offer to provide your job description in multiple formats** upon request and include how they can make the request. Individuals may be able to better evaluate how their talents meet the needs of your organization if they can clearly understand the advertisement. Alternate format may be braille, large print, audio, accessible PDF, etc.)
3. **Only include qualifications in job postings that are actually required for the available position.** Sometimes job advertisements include a lot of duties that would be nice to have but are not required. This may screen out individuals with the top talent for the required duties.

*Want help reviewing your job advertisements? Want more tips on making inclusive jobs ads? Contact us for support!*