



Inclusive Job Description Tips

A thoughtfully crafted job description will determine what skills you are looking for and help you recruit the right candidate. Here is a checklist of tips for each section of your job description.

Job Title

- The job title is updated to reflect new duties (if applicable)
- It is short and simple

Inclusive Language

- Someone else has edited for bias
- Sentences are short and easy to understand
- Removed gender-specific wording


Company and Job Summary

- Shared diversity and inclusion policy
- Shared company brand, values and culture
- Included part of company history or where organization is located (traditional lands)

Responsibilities and Duties

- Separated essential and non-essential duties
- Reviewed education requirements
- Removed exclusionary physical requirements not applicable to role
- Duties reviewed by someone in the role and/or an employee with disabilities

Qualifications and Skills

 Evaluate which hard and soft skills are essential to the role:


Hard Skills

- Technology skills
- Troubleshooting
- Languages (bilingual, written or oral)
- Word processing
- Project management

Soft Skills

- Problem solving
- Critical thinking
- Negotiation
- Motivation
- Leadership

I am willing to train for skills that might not be strong or experience not yet gained

 **Adapted from: [Untapped Talent: B2B Guide to Innovative Hiring and Retention and Job Descriptions – Canadian Association for Supported Employment](#)**