

# BUILDING AN INCLUSIVE JOB POSTING

Writing inclusive job descriptions is crucial to addressing implicit bias and the barriers that exist in traditional recruitment processes. This short guide will give you some tips for ensuring your job descriptions are accessible and relevant to a diverse and talented pool of candidates, including those who may have previously self-excluded.

## Avoid

Gendered and racialized language: “Rock star,” “Ninja,” “Master,” “Guru,” “Stakeholder,” “Empathy,” “Active listening,” “Analytical.”

## Use

Inclusive, impartial, and non-gendered language: “all genders” instead of “men and women” and “you” instead of “he” or “she.”

Tip:

- Use a free tool like [Gender Decoder](#) to test word choices in your job ads.

## Focus on the Essentials

Long lists of skills could potentially exclude neurodivergent job seekers. Research shows women tend to apply for jobs when they are 100 percent qualified, whereas men apply when they are only 60 percent qualified. Similarly, many neurodivergent applicants might feel they must meet every requirement to apply for a role.

Tip:

- Separate “must have” from “nice to have” skills
- Use language such as “or” and “combination of” when listing skills required
- Include a qualifying statement such as “We are flexible! If you feel you have other expertise/experience that would make you a good fit, please apply, and tell us why in a cover letter.”

# Spotlight your Commitment to Diversity, Equity, and Inclusion

Ensure candidates know they will be welcome right from the start - before they put in the time to apply.

Tip:

- Clearly state your commitment to building a diverse and inclusive workplace.
- Highlight accommodations available for applicants, and how to obtain them.
- Be prepared to answer questions about your DEI programs, policies, and initiatives.

## Keep it Short

Neurodivergent job seekers may find overly wordy or complicated job postings challenging to follow and understand. This may cause them to self-exclude from applying for your positions.

Tip:

- Critically review job descriptions to ensure requirements and responsibilities for the role are clearly outlined.
- Use bullets and direct non-nuanced language. Less is more.

## WE CAN HELP

Auticon Canada has been helping organizations embrace neurodiverse teams and build inclusive workplaces for over ten years. Our unique service offerings span the employee lifecycle and include data-driven assessments, education, advisory services, coaching services, and neurodivergent recruitment.

No matter where your company is in its journey, we can build a program to meet your current needs and support longer-term goals.

Contact us today at [info@auticon.ca](mailto:info@auticon.ca) to learn more

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