



Writing Inclusive Position Descriptions

General Best Practices:

- ☐ Determine screening criteria before finalizing the position description. Criteria will help inform the PD.
- ☐ Engage diverse voices by asking others for feedback before finalizing the PD. This may include search and screen committee members, team members, collaborators, the individual currently in the role, etc.
- ☐ Review your Position Description for biased language (gendered language and pronouns, problematic phrases and words).

Resources: [Gender Decoder for Job Ads](#)
[NCWIT Tips for Writing Better Job Ads](#)
[The subtle ways tech jobs listings exclude women and minorities](#)
[Textio \(paid service\)](#)

- ☐ Review position description for plain language.

Resources: [Plain Language Training](#)
[Write for your audience](#)

- ☐ Your position description balances what you are looking for as well as what a potential applicant would get from working with you.

Business Title:

- ☐ Spell out acronyms, particularly those that are university/unit-specific
- ☐ Business title clearly describes and does not misrepresent the job

Resource: [Business Title Guidelines](#)

Job Summary:

- ☐ Your job summary explains what the applicant will be doing in this role and further clarifies the standard job description (SJD). Do not enter the SJD responsibilities in this field. Duplicate information on a job posting can be confusing for applicants.
- ☐ Your job summary highlights the unit, values, and culture.

E.g., "About the Office of Human Resources:

The Office of Human Resources (OHR) serves employees on campus in the development, implementation, and evaluation of comprehensive personnel, employee learning, and employment relations matters. Through consultation, communication, and support, OHR assists campus in all human resources needs and demands of the changing higher education environment."

"About the Office of Equity, Inclusion & Employee Well-being:

The Office of Equity, Inclusion & Employee Well-being is a new unit within OHR that provides high-level consultation, support, and resources to schools, colleges, divisions, and units on campus working to create healthy, equitable, and inclusive policies, systems, and environments for employees to engage, grow and thrive on campus. This unit is grounded in our current context, one that is deeply embedded in the historical realities of systemic racism. This unit provides us the opportunity to engage with the tensions and intersections of racial equity as it relates to the employee experience by creating and transforming our campus as a space rooted in equity and well-being for all employees."

"The SuccessWorks team is an open, highly engaged and collaborative community. We believe in approaching our work with innovation, collaboration, and inclusion. As an organization, SuccessWorks values and continues to work toward racial equity and belonging.

We welcome and encourage applicants from unique and diverse backgrounds, who share and reflect our values."



Education:

☐ You assessed if a degree is truly required for this job and are aware of who you may be excluding and including if you require or prefer a degree. Consider the knowledge, skills, and abilities you might expect someone with the desired degree to have.

Resources: [JEMS Education Field: Guidelines and Best Practices](#)

[No College, No Problem. Some Employers Drop Degree Requirements to Diversify Staff.](#)

Qualifications:

☐ The qualifications go beyond asking for years of experience. They are grounded in the knowledge, skills, and abilities needed to perform the job.

☐ Qualifications clearly articulate knowledge, skills, and abilities needed for the job and how they should be demonstrated. Clear qualifications support more consistent screening.

☐ The qualifications you articulate in your position description are what you will use to assess and screen applicants.

☐ You prioritized qualifications and clearly identify what is required vs what is preferred.

Resources: [Why Women Don't Apply for Jobs Unless They Are 100% Qualified](#)

[Developing Inclusive Job Criteria](#)

☐ Review the use of bullet points. Too many qualifications in bulleted lists may dissuade applicants, particularly women, from applying.

E.g., At least one year of professional work experience in higher education, for-profit or non-profit sectors in areas like or related to career services, student services, event planning, employer or alumni relations, or project management.

-Experience managing complex projects

-Experience planning and implementing events

-Experience developing and sustaining relationships with diverse stakeholders

-Demonstrated awareness and understanding of equity and inclusion

-Experience collaborating across multiple departments, units or functional areas

-Experience with client relationship management systems and using technology to enhance processes

Salary and Salary Details:

☐ You clearly articulate realistic salary expectations.

☐ You include other total compensation details such as leave time, benefits, retirement plans, professional development opportunities or memberships, etc. that highlight what applicants can expect.

Resource: [Advertising Salaries and Total Compensation: Best Practices](#)

E.g., Minimum \$53,700 ANNUAL (12 months) Maximum \$54,700 ANNUAL (12 months)

Depending on Qualifications

The expected salary range for this position is \$53,700- \$54,700 and actual pay will depend on skills and qualifications.

Employees in this position can expect to receive benefits such as generous vacation, holidays, and paid time off; competitive insurances and savings accounts; retirement benefits.

Additional Information:

☐ You clearly articulate relevant immigration eligibility information, if applicable.

☐ You include a division-specific statement on diversity.

☐ You include other logistical details such as travel requirements, work location, proximity to bus line/parking, etc.

How to Apply:

☐ You clearly articulate what applicants should submit as part of their application and what to demonstrate in their materials.



- ☐ You assessed what applicant materials **are truly necessary for the position and for this step of the process**. Consider the materials and determine if they create barriers for applicants. Ask applicants to provide only what is needed for the initial screening. For example, this may mean collecting applicant references later in the process.
- ☐ You provide transparency in your review process, so applicants understand how they will be evaluated.
E.g.: "To apply for this position, please click on the "Apply Now" button. You will be asked to upload a resume and cover letter as a part of the application process. Please ensure that the resume and cover letter address how you meet the minimum/preferred qualifications for the position."

"We are eager to learn more about how your experience and passion may align with this position. Please submit a cover letter referring to your related work experience and a resume detailing your educational and professional background. Please keep in mind, applicants need to articulate all required qualifications in their cover letter and/or resume. Applicants who have preferred qualifications should share those too in the cover letter and/or resume. The application reviewers will be relying on written application materials to determine who may advance to preliminary interviews."

"We are committed to reducing bias in the recruitment process and utilize a redacted application process, which is the practice of removing personally identifiable information from application materials, before the screening of applicants begins. This may include, but is not limited to, name, gender, age, education, address, dates (such as graduation dates), photos, references, links to personal webpages, supervisor names, and/or citizenship."

