

NON- INCLUSIVE

VERSUS

INCLUSIVE

JOB POSTING TIPS FOR A MORE INCLUSIVE TA PROCESS



OLD

Exhaustive list
of past
experience/criteria

Relying on
repurposing "the
old" job
description

Contains industry
jargon to limit
the pool of
potential
applicants

Uses traditional
standard
pronouns



NEW

Share desired
outcomes of success
in the role

Start from scratch
and ensure asks
are current

Use real world
language to open
up to those who
may have
transferrable skills

Replace gender
specific pronouns
with them/they

THE BUSINESS OF HR

by *Barbie Winterbottom*