



SAGANA



INCLUSIVE JOB DESCRIPTIONS

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KEY ELEMENTS OF A JOB DESCRIPTION

Job descriptions (JDs) provide candidates with a snapshot of your organization and what to expect in a role. This brief introduction needs to capture the excitement and reality of working at your entrepreneurial company while being attractive to a wide and diverse audience. We recommend that the following elements be included in every job description template. Remember, they shouldn't be an exhaustive list of the job responsibilities; they are primarily an external marketing tool.



About the company

Share what you do, your social/environmental impact, and anything that makes your company special



Opportunity overview

Highlight the main responsibilities of the role, including what's exciting about the it and the 2-3 most important characteristics you need this person to have



Responsibilities

Focus on the top 5-6 things that are critical for the candidate to lead. Start them all with a verb



Skills & experiences

Include the top 5-6 skills or experiences that are critical for this person to have



Mission & values

Emphasizes the importance of culture at your organization and provide the candidate a sense of purpose to connect with



Diversity & inclusion

Include a positively phrased inclusion statement to validate your commitment to a diverse work environment to broaden your applicant pool

BEST PRACTICES OF CREATING AN INCLUSIVE JOB DESCRIPTION

Research shows that language and content can deter groups from applying to your role, regardless of their qualifications. So, it is essential to craft descriptions that are inclusive to attract a diverse pool of talent. Refer to the following best practices to create an inclusive job description, with more detailed examples provided later in the document.

Eliminating unconscious bias from our language

Use gender-inclusive language and avoid coded words that may favor a gender, ethnicity, age or disability

Limit jargons and corporate Speak

Limit the use of business or industry jargon such as KPI, P&Ls, best practices, hit the ground running etc.

Include an Inclusivity Statement

Include the correct and well crafted that speaks about your approach and encourages diverse candidates to apply

Only include Must Have's

Remember, less is more. Include no more than 5-6 just key responsibilities and skills

Remove subjective requirements

Avoid subjective requirements such as fun, energetic, love startup, rockstar, strong personality etc.

Highlight inclusive benefits

Highlight any policies or benefits that might help attract people from diverse background. For. e.g., flexi-work arrangements, additional childcare or maternity support, employee development budgets, etc.



REVIEWING THE FIRST DRAFT OF A JOB DESCRIPTION: CHECKLIST

- ✓ The Job Description Document is 2 pages or less
- ✓ The role is understandable and clear
- ✓ It sounds like your company's personality
- ✓ Use Neutral language and ensure no biased words are present
- ✓ No more than 5-6 Key responsibilities
- ✓ No More 5-6 skills/experiences
- ✓ Ensure there are no subjective requirements and Corporate Speak
- ✓ Check inclusion statement, mission & vision, values, company description are correct
- ✓ Check benefits included are aligned with latest company policies
- ✓ Check communication details and application deadline, if any



USING INCLUSIVE LANGUAGE TO ELIMINATE UNCONSCIOUS BIAS

Unconscious biases can cause job profiles to be linked with specific gender, ethnicity, or age through coded language in job descriptions. For example, the use of gender-specific pronouns like "he" or "she" implies a preferred gender for the role. To foster inclusivity, consider incorporating these gender-neutral words and phrases into job descriptions.

Words/terms such as...	Can be replaced by more inclusive terms like...
His	Yours; theirs
Command of	Understanding of
One or more	At least one
Master	Learn
Strong	Skilled; efficient
Under pressure	In a time-sensitive setting
Analyse	Evaluation; examine
Drive	Encourage; promote
Manage	Handle; supervise

Words/terms such as...	Can be replaced by more inclusive terms like...
Bold	Innovative; forward-thinking
Challenging	Exciting; agile
Excellent	Motivated; skilled
Execute	Implement; complete
Help	Enable; assist
Proven track record	Experience with
Roll up your sleeves	Prepare to do good work
Successful	Favourable; effective
can-do attitude.	Good work ethic, positive attitude...

ILLUSTRATIONS OF INCLUSIVE LANGUAGE

Non-Inclusive Language

Salesman wanted for dynamic team.

We need someone ambitious to drive results.

Analyze markets to determine appropriate selling prices for products.

Looking for a strong leader to take charge

Assertive candidates will excel in this role

We need a charismatic and dynamic leader

Inclusive Language

Sales representative wanted for agile team.

We need someone with a commitment to deliver results

Understand markets to determine appropriate selling prices for products.

Seeking a leader with solid management skills

Candidates with good communication skills will excel in this role

We need a leader with good interpersonal and diverse leadership skills.

ILLUSTRATIONS OF SUBJECTIVE REQUIREMENTS AND CORPORATE SPEAK

Non-Inclusive Language

We're looking for a **go-getter** who takes charge

We need an **outgoing** candidate.

We need a **team player** who **fits in well** with our culture

We want someone who can **think on their feet**

We prefer candidates with a **competitive edge**.

We're looking for someone with a **can-do attitude**.

Inclusive Language

Seeking a committed individual who demonstrates initiative and leadership

We need candidate with proven interpersonal skills

We need a collaborative individual who contributes positively to our workplace culture

We want someone with high problem-solving skills and adaptability.

We prefer candidates who are results-oriented and thrive in a changing environment

We're looking for someone with a good work ethic

CREATING AN INCLUSIVE JD – AN ILLUSTRATION

Identify the various issues with the given job description

Job Title: Engineer

Company description:

- We are a dominant engineering firm that boasts many leading clients.
- We are determined to stand apart from the competition.

Qualifications

- Strong communication and influencing skills.
- Ability to perform individually in a competitive environment.
- Superior ability to satisfy customers and manage company's association with them.
- Bachelor of Engineering degree or higher from recognized university

Responsibilities

- Direct project groups to manage project progress and ensure accurate task control
- Determine compliance with client's objectives
- Create quality engineering designs

CREATING AN INCLUSIVE JD – IDENTIFICATION OF BIASED LANGUAGE

These are the identified issues based on our learnings about unconscious biases and best practices for inclusive job descriptions

Power is often expected of men and other advantaged groups.

"Strong" is connected to power, especially when it means controlling others. It is often linked to gender stereotypes

Discourages groups stereotyped as not having natural talent and who work to improve their skills

"Manage" is connected to power and a high position in the hierarchy. Discourage groups who are stereotyped as supporting their teams instead of managing them.

Job Title: Engineer

Company description:

- We are a **dominant** engineering firm that **boasts** many leading clients.
- We are determined to stand apart from the **competition**.

Qualifications

- **Strong** communication and influencing skills.
- Ability to perform individually in a **competitive** environment.
- **Superior** ability to satisfy customers and manage company's association with them.
- Bachelor of Engineering degree or higher from recognized university

Responsibilities

- Direct project groups to **manage** project progress and ensure accurate task control
- Determine compliance with client's **objectives**
- Create **quality** engineering designs

Valuing individual achievements is often expected of men and advantaged groups.

Ambition is stereotypically expected of men and advantaged groups.

Discourages groups stereotyped as making decisions based on feelings. Rationality is often expected of men and certain ethnic groups.

Subjective requirement of quality designs. Provide specific criteria for fair evaluation

USING INCLUSIVE LANGUAGE IN THE JOB DESCRIPTION

One of the possible solution for a more inclusive job description

Job Title: Engineer

Company description:

- We are a prominent engineering firm that supports many leading clients.
- We are determined to stand apart from the industry.

Qualifications

- Comprehensive communication and influencing skills.
- Ability to perform in a collaborative environment.
- Proven ability to satisfy customers and manage company's association with them.
- Bachelor of Engineering degree or higher from recognized university

Responsibilities

- Direct project groups to ensure project progress and ensure accurate task control
- Determine compliance with client's requirements
- Create engineering designs aligned with industry standards, client requirements, and regulatory guidelines.

We recognize that diversity is a strength, and we encourage candidates from all backgrounds to apply. We value different perspectives and believe that a collaborative and inclusive workplace leads to the best outcomes. If you have the skills and enthusiasm to contribute to our team, we invite you to apply.

We provide a diverse work environment with flexible schedules and a hybrid work approach, empowering our team to excel in their unique ways.

The Job description is aligned with all our best practices for an inclusive JD

- ✓ Inclusive and unbiased language
- ✓ Limited corporate speak
- ✓ No subjective requirements
- ✓ Responsibilities limited to 5-6 must haves
- ✓ Qualification limited to 5-6 must haves
- ✓ Diversity and Inclusion Statement added
- ✓ Inclusive benefits highlighted

PUTTING IT ALL TOGETHER

The Job description is aligned all the key elements and aligned with our best practices for inclusive JD

- ✓ Inclusive and unbiased language
- ✓ Limited corporate speak
- ✓ No subjective requirements
- ✓ Responsibilities limited to 5-6 must have
- ✓ Qualification limited to 5-6 must have
- ✓ Diversity and Inclusion Statement added
- ✓ Inclusive benefits highlighted
- ✓ Mission & Values

Job Description – Engineer

Company

We are an engineering firm that collaborates with leading clients to deliver innovative solutions. Our commitment is to stand out through teamwork, diversity, and great work ethic

Title: Engineer

Report to: Engineering Manager

Location: New York

Opportunity

Support collaborative engineering projects, contribute to innovative designs, and thrive in a diverse, inclusive environment. Embrace flexibility for exceptional outcomes in a global setting.

Responsibilities

- *Guide project groups with a focus on collaborative progress and accurate task control.*
- *Promote open communication to ensure alignment with client needs.*
- *Contribute to the creation of engineering designs that meet industry standards, client requirements, and regulatory guidelines.*
- *Implement best practices in design, taking into consideration factors such as efficiency, sustainability, and cost-effectiveness.*

Skills and Experiences

- *Comprehensive communication and influencing skills.*
- *Ability to excel both individually and in a collaborative team environment.*
- *Proven capability to build positive relationships with customers and manage the company's association with them.*
- *Bachelor of Engineering degree or higher from a recognized university or equivalent experience*

Mission & Values (or Vision & Values)

To champion the engineering industry by collaborating with premier clients, delivering innovative solutions.

Our values form the foundation of our identity. We are committed to innovation, collaboration, diversity, and integrity.

Inclusion

We embrace diversity as a cornerstone of our strength, inviting candidates from all backgrounds to apply. Valuing a spectrum of perspectives, we believe that a collaborative and inclusive workplace is the key to achieving exceptional outcomes. If you bring skills & enthusiasm to the table, we encourage you to apply.

Our commitment to work-life integration is reflected in our flexible schedules and hybrid work options, providing a collaborative environment for diverse working styles.

Apply

Apply by [X date] on our website to seize this opportunity and be part of our agile team. Don't miss your chance to make a difference!