

Stage 1: The Job Description

I reviewed the job description to ensure that the basic qualifications are objective, specific, accurate, and necessary to the job being filled (bona fide occupational requirements).

I don't have an existing job description. I created one that contains the following elements:

- ✓ Job title
- ✓ Job duties
- ✓ Essential Skills
- ✓ Required Education and Experience Requirements
- ✓ Salary Range

I looked for and removed any unnecessary job skills or requirements (e.g., a level of education that is not an actual requirement or the ability to travel if these things are not mandatory).

I included a commitment to and understanding of IDEA as a required qualification for all position descriptions and job postings (e.g., "Demonstrated commitment to diversity and contributing to an inclusive workplace.").

I ensured the job description uses gender-neutral and inclusive language:

- I used a free online gender decoding tool (Gender Decoder) to ensure the language I used is not focused more on a particular gender.
- I used Textio to ensure that the language is inclusive overall.

I included an accommodation statement in the position description, job advertisement and my email signature when reaching out to candidates. (i.e., "(Company Name) is committed to providing an accessible application and interview process for people with disabilities. If you require assistance or an accommodation when applying for this job, please contact XXXX at/via XXXX.")