

JOB AD/DESCRIPTION CHECKLIST

INTRODUCTION

Writing straightforward, unbiased job descriptions is a critical step in building diverse and inclusive teams. Here is a quick checklist you can use to ensure that you are using unbiased terms in your job descriptions. The list below has been curated for international development and social impact organizations based on our review of common ads.

TERMS TO CONSIDER

Biased Terms	Unbiased Terms
Superior	Excellent
Rock star	Exceptional
Ambitious	Plans for the future
Entrepreneurial	Adaptable
Best of the Best	Trustworthy
Able to lead	Team oriented
Risk Taker	Creative
Decisive	Collaborative
Takes charge	Curious
Hard working	Leans In
Driven	Able to work with a flexible schedule
Type A	Self-aware
Assertive	Able to multi-task
Strong	Go-getters
Thrive in complex environments	Resilient

Independent	Professional
Visionary	Intuitive

QUESTIONS TO CONSIDER

In addition to using unbiased words listed above, here are a few other questions to ask yourself as you write job descriptions.

1. Are any of the “required” skills and qualifications copied from previous job descriptions? If so, are they truly required skills or just nice to have's?
2. Are you using any proxy indicators in your “required” or “preferred” skills or qualifications? For example, is the graduate degree genuinely required or are you looking for someone with a certain type of analytical skill? Or, is the international volunteer experience genuinely required or are you looking for cross-cultural skills? As much as possible, list the skills and experiences you are looking for as directly as possible.
3. Are there other items you can add to make it clear to candidates what you are looking for? This includes the type of soft skills or leadership styles that you are looking for. Try to be explicit as you can to give candidates the best opportunity to evaluate the position; and to help your organization during the interview process.

ADDITIONAL RESOURCES

For more information, please visit: www.fmadvising.com or contact Farah at fnmadvising@gmail.com.