GUIDELINES FOR A MORE INCLUSIVE JOB POSTING

CLARITY

❑ **Job description –** Is the job description package and the work hours/days explained in a clear and transparent way?

❑ **Requirements –** Are the requirements specific and are only the necessary ones mentioned?

❑ **Location –** Is the specific address of the workplace clearly stated?

❑ **Benefits –** Are the benefits and compensation described in a transparent and understandable way?

❑ **Employer info –** Does the job advertisement reflect the company, the atmosphere, and the culture at the workplace?

❑ **Application process –** Are the next steps of the application process clearly explained?

FLEXIBILITY

❑ **Training and development opportunities–** Is there a reference to training and/or the opportunity for development and/or advancement?

❑ **Flexible working hours –** Are the working hours mentioned? Does the company acknowledge the importance of work-life balance?

❑ **Personal needs –** Is there a reference to a supportive work environment for personal needs?

MENTORSHIP

❑ **One mentor –** Is there a mentor appointed who will be present on the work floor as a point of contact?

❑ **Collegiality –** Is there a reference to the support of colleagues?

USE OF LANGUAGE

❑ **Simple language –** Are all words and sentences simple and unambiguous?

❑ **Implicitly inclusive tone-of-voice –** Is the tone-of-voice friendly, positive, and inviting without explicitly addressing and stigmatizing certain minority groups?

❑ **Neutral writing style –** Is the writing style professional and appealing to diverse personalities?

IMAGES

❑ **Images –** Are there images integrated that reflect the workplace, colleagues, tasks, etc.?

❑ **Videos –** Is there a video demonstrating the tasks, featuring employees, reflecting the atmosphere, etc.?

FORMATTING

❑ **Lay out –** Are there different sections, subheadings, bullet points, highlighted words (bold or underlined) in the text layout?

❑ **Font –** Is the font type, color, and size readable?

❑ **Emoji's –** Do any used emojis align with what the job advertisement should radiate?

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