

INCLUSIVE LANGUAGE FOR JOB POSTINGS

When creating job calls or job postings, using inclusive language can help attract a diverse pool of candidates and signal an inclusive work environment. Here are some guidelines and examples for incorporating diversity language in job calls:



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Avoid biased language:

Use gender-neutral language and avoid terms that may unintentionally exclude or discourage certain groups. For example, instead of using terms like "salesman" or "waitress," use gender-neutral alternatives like "sales representative" or "server."



Qualifications and requirements:

Review the qualifications and requirements for the position to ensure they are genuinely necessary. Avoid imposing unnecessary barriers or qualifications that may disproportionately impact applicants from underrepresented groups. Focus on the essential skills and qualifications needed for the role."



Use inclusive pronouns:

Instead of using gender-specific pronouns like "he" or "she," opt for inclusive pronouns like "they" or rephrase the sentence to avoid pronouns altogether.



Collaboration and teamwork:

Emphasize the importance of collaboration and teamwork in the job call. This can help signal a supportive and inclusive work environment where diverse perspectives are valued and encouraged.



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Emphasize commitment to diversity:

Clearly state your organization's commitment to inclusion in the job call. Highlight the value placed on diverse perspectives and experiences. For example, include a statement such as "We are committed to fostering an inclusive and diverse workplace where all employees feel valued and empowered."



Cultural competency:

If the position requires interacting with individuals from diverse backgrounds, highlight the importance of cultural competency and the ability to work effectively in a multicultural environment.

Highlight inclusive practices:

Highlight any specific inclusive practices or policies that your organization has in place, such as flexible work arrangements, employee resource groups, diversity training programs, or mentorship opportunities.

Value diverse experiences:

Encourage candidates from diverse backgrounds to apply by explicitly stating that you value and welcome candidates with diverse experiences, including those from underrepresented groups. For example, use phrases like "We encourage applicants from all backgrounds, including individuals from underrepresented communities, to apply."

Highlight diversity-related initiatives:

If your organization has specific diversity-related initiatives or programs, mention them in the job call. This can include diversity recruitment efforts, partnerships with diverse organizations, or participation in diversity conferences or events.



Equal opportunity statement:



Include an equal opportunity statement affirming that all qualified applicants will receive equal consideration for employment, regardless of their race, color, religion, gender identity, sexual orientation, national origin, disability, or other protected characteristics.

To balance the use of inclusive language with sincerity and authenticity, it's important to not just rely on language but also to back it up with concrete actions and policies that promote inclusive excellence within the organization.



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