

EEO Hiring Best Practice Create an Inclusive Job Ad

Value: Inclusive language is language that is free from words, phrases or tones that tend to exclude. Narrow language tends to narrow the search and candidate pool, often at the expense of underrepresented groups. Positions should be described as broadly as possible to welcome a broad representation of persons and perspectives and create a well-populated pool of qualified applicants.

Example #1:

Before Inclusive language: “The University of California, Los Angeles (UCLA) Department of Ecology and Evolutionary Biology (EEB) seeks an organismal biologist with a focus on plant diversity. Qualified candidates must have a Ph.D. in biological sciences.”

After Inclusive Language: “The University of California, Los Angeles (UCLA) Department of Ecology and Evolutionary Biology (EEB) seeks an organismal biologist with a focus on plant diversity and/or evolution.... Qualified candidates must have a Ph.D. in a related field of biological sciences. The position is defined broadly within evolution and ecology, but preference will be given to candidates whose research/teaching interests would utilize, in part, the UCLA Mildred E. Mathias Botanical Garden....”

Example # 2:

Before Inclusive Language: Minimum Qualifications: Master’s degree in business.

After Inclusive Language: Minimum Qualifications: Master’s degree in business or related field OR Bachelor’s degree in business or related field and 2 years of relevant experience.

How to Create an Inclusive Job Ad:

- Limit your job requirements to “must-haves” for the position.
- Highlight your unit/department’s commitment to workforce success for all faculty and staff.