

## Inclusive Job Advertisement Checklist

*Use this job advertisement checklist to see what else you could be doing to improve your recruitment strategies.*

### OUR COMPANY'S JOB ADS

- ☐ Are up-to-date and meet legal requirements and government standards. They have been reviewed by a lawyer or a human resources staff member in the last 2 years.
- ☐ Are objective and use inclusive language (see Appendix 1.H), avoiding gendered terms, or phrases that could suggest exclusion based on gender, race, age, etc.
- ☐ Include an "Equal Opportunity Statement" (see Appendix 1.A) and a clause regarding workplace diversity and dedication to equality.
- ☐ Clearly list the duties and responsibilities of the position, including specific and general tasks.
- ☐ Make clear the requirements of candidates, including any skills tests or interview requirements.
- ☐ Include images of women working in a related skilled trade.
- ☐ Make clear our company's progressive practices and training opportunities.

### OUR COMPANY'S JOB POSTINGS HAVE BEEN SHARED

- ☐ On job websites accessible by everyone. With women-friendly groups and sites.
- ☐ To at least three different platforms (for example, online, on school job boards, social media, employment agencies, trade shows, newspapers).

### OUR COMPANY'S INTERVIEW PROCESS

- ☐ Is transparent to all applicants.
- ☐ (Whenever possible) has at least one woman on the hiring committee.
- ☐ Has a hiring committee that has undergone diversity training and is aware of gender-bias barriers in recruitment.
- ☐ Have standardized questions and evaluations that are administered similarly for everyone (Appendices 1.D, 1.E, and 1.F).
- ☐ Includes an explanation of the company's diversity policies.