

Inclusive Language in Job Postings

Importance of Inclusive Language

- Language used in a job description can impact which student can envision themselves working in your department & ultimately who applies.
- Unknowingly including factors such as race, gender, age, ability, native language, or religion could alienate potential student applicants and hamper your ability to create a diverse hiring pool.

Steps you can take to ensure your job posting is inclusive:

Avoid gender-coded words as these can significantly reduce the number of women/female identifying students from applying to your positions.

- Use this tool to review your job: [Gender Decoder for Job Ads](#)

Check pronouns

- When describing the tasks of the ideal student candidate, use: *their, the candidate, or you.*

Avoid using acronyms, technical words, or industry jargon

- This can confuse and intimidate your audience and can deter even the most qualified of applicants.
- Instead clearly outline the essential skills and responsibilities for the job

Avoid any unnecessary job requirements

- Certain requirements can limit the diverse pool of student candidates.
 - Ex) Listing, “*Applicants must lift bags or items weighing between 50 and 70 pounds*” when it isn’t necessary can exclude candidates with physical disabilities from applying.
- Do not use words like *able-bodied, healthy, young, single/married, clean-shaven, or strong-English-language skills*. These can exclude people belonging to specific demographic groups.

Emphasize your department’s commitment to diversity and inclusion

- While you can simply state that you are “*an equal opportunity employer,*” a statement in your own words is more powerful and can demonstrate your organization’s strides toward becoming a more welcoming and inclusive place to work.

In Summary...

- Ensure your application is user-friendly and the application procedure is easy for students to follow. Remember these are students—don't make the process harder than it needs to be!

Helpful Links:

- [The Center for SEI](#)
- [RISD's Seven Year Strategic Plan: SEI Accountability](#)
- [RISD's Disability Support Services](#)