



Government  
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# THE 50 – 30 CHALLENGE

*YOUR DIVERSITY ADVANTAGE*

JOB POSTING IDEA CHECKLIST



# Job Posting IDEA Checklist

Review Items	Description
1 <input type="checkbox"/> IDEA statement present	<p>IDEA statement, along with accommodations statement. Recommendations for your IDEA statement:</p> <p>What does IDEA mean and look like in your organization/department?</p> <p>Why is it important?</p> <p>Encourage intersectional identities to apply and how you accommodate (for example: considering alternative work/volunteering and/or lived experience as a qualification, recognizing the legitimacy of gaps in work/education and stating candidates will not be unfairly evaluated as a result of these gaps)</p> <p>Who to contact with questions, concerns or accommodation needs</p> <p>Direct interested applicants to your website to learn more (if more information exists)</p>
2 <input type="checkbox"/> Review the “Knowledge, Abilities and Skills” section	<p>Emphasize end goals or specific needs of the position, not how they are accomplished</p> <p>Use inclusive and specific language with requirements (for example: able to lift x amount of weight overhead; able to remain at workspace for x amount of time)</p>
3 <input type="checkbox"/> Review position qualifications	<p>Ensure all qualifications listed are necessary to perform the role and not based on an arbitrary number of years’ experience. Provide experience based alternatives to diplomas and, when possible, skills are listed instead of qualifications.</p> <p>Qualifications and experience can look differently in different people.</p>

Review Items	Description
4 <input type="checkbox"/> Review position assets	<p>Include IDEA experience</p> <p>Consider: Can any of the qualifications above be moved to assets to encourage more applicants?</p>
5 <input type="checkbox"/> Statement encouraging equity-denied persons to apply	<p>Encourage folks to apply even if they believe they don't meet all the qualifications</p>
6 <input type="checkbox"/> Include and review information on working conditions	<p>Include information applicable to your organization. Such as:</p> <p>Options for flexible start times</p> <p>Any work from home/hybrid options</p> <p>If in office, include description of office space (is the building accessible? Is the location accessible by public transit? If you must drive, is parking included? Are there gender-neutral washrooms? Any pertinent sensory information?)</p>
7 <input type="checkbox"/> A salary range is included	
8 <input type="checkbox"/> Application period start and end date included	<p>Ideally, posting is up for 30 days</p>
9 <input type="checkbox"/> Check language	<p>Enter posting into a <a href="#">gender-language decoder</a></p> <p>Note: your posting might not be 100% free of gendered language, but try to find a balance. Eg. If you're looking for a "strong leader" (masculine-coded), you can also ask for "empathy" (feminine-coded)</p> <p>Ensure posts are written in <a href="#">plain language</a> (Check for buzz words or jargon)</p> <p>Check you're using <a href="#">inclusive language</a> that is bias-free</p> <p>If you are posting in both English and French (or another Latin language) be mindful of using inclusive language in your translation or use a translator who is skilled in inclusive language</p>

Review Items	Description
10 <input type="checkbox"/> Review accessibility of the posting	<p>Check posting's accessibility (use an accessibility consultant or tools like the accessibility checker on certain platforms such as <a href="#">Microsoft</a>. Note: these platforms have limitations, but are a good starting point)</p> <p>Use legible, accessible fonts (Arial, Calibri, for example), short sentences and bullet points when possible</p> <p>Include contact information for questions/ accommodation requests</p> <p>Consider allowing video or audio CV submissions and/or portfolios to allow applicants to showcase their skills outside of written formats and interviews</p> <p>If using colours, make sure they are accessible colour palettes (like blue and white)</p> <p>Re-check accessibility if converting posting to another format (such as PDF)</p> <p>(Web Accessibility Initiative shares <a href="#">steps for a web-accessibility review</a>)</p>
11 <input type="checkbox"/> Post job on diverse job boards	<p>Share the posting on accessible platforms and diversified job posting platforms. For example, you could disseminate your job postings on <a href="https://jobsability.ca/">https://jobsability.ca/</a>, <a href="https://queertech.getro.com/jobs">https://queertech.getro.com/jobs</a> or <a href="https://www.bipocjobs.ca/">https://www.bipocjobs.ca/</a></p> <p>Note: while not perfect, LinkedIn, Indeed and Monster.ca have made accessibility efforts</p>
12 <input type="checkbox"/> Create accessible social media posts and websites	<p>There are many ways to do this, but some suggestions:</p> <ul style="list-style-type: none"> <li>• Use accessible fonts and colour palettes</li> <li>• Add text descriptions of images</li> <li>• Capitalize the first letter of your hashtags (#WorkWithUs)</li> <li>• Limit emoji use</li> <li>• Check for screen reader compatibility</li> <li>• Check usability for keyboard-only users</li> </ul>

**Review Items****Description**

Consider auditing website accessibility using an [online program](#)

Web Accessibility Initiative shares [steps for a web-accessibility review](#)