THE 50 – 30 CHALLENGE

YOUR DIVERSITY ADVANTAGE

Job Posting Template

Preamble

This is an example of an accessible job posting template that can be edited to suit your organization's needs. Headings and subheadings are used to break up text for accessibility and each section contains notes to consider in terms of language, word choice and structure. Use this document in combination with other recruitment resources such as: "*Job Posting IDEA Checklist*", "*Creating the Role Worksheet*", and the Inclusive Recruitment eModule.

This template, or a modified version, should be used for all job postings – the importance of an inclusive recruitment process extends outside of the 50-30 Challenge. Using this template specifically to hire equity-denied employees is tokenism and must be avoided. To learn more about tokenism, see "additional resources".

Template

Position: Write job title.

Department: Click or tap here to enter text.

Reporting to: Click or tap here to enter text.

Position type: Click or tap here to enter text.

Location: Choose location

Salary: Click or tap here to enter text.

Position posted: Click or tap to enter a date.

Application deadline: Click or tap to enter a date.

Apply to: Click or tap here to enter text.

About us

Information about your organization. This might be a good place to include:

- A statement encouraging diverse, intersectional and marginalized identities to apply

- A statement acknowledging the validity of gaps or breaks in education or work, and that these gaps will not unfairly influence their evaluation

- Encouragement for folks to explain how their work, volunteer and/or lived experience will translate to the role in their cover letter

Example: "[Organization] is committed to inclusion, diversity, equity and accessibility (IDEA) in employment and therefore strongly encourages people of diverse, intersecting, and marginalized identities to apply. This is including, but not limited to: women, Black, Indigenous and other racialized peoples, 2SLGBTQI, older persons, persons living with HIV, sex workers, people with disabilities and other historically marginalized groups. We recognize that equity-denied employment seekers often rule themselves out of applying if they do not meet all educational or skill requirements or have gaps in employment/education. At [organization], we take a wholistic approach to choosing an ideal candidate and encourage using your cover letter as an opportunity to explain how your work, volunteer and/or lived experience translates to this role."

Position Description

- Describe the role using plain and concise language, free of gender-coded language
- Avoid jargon or industry-specific acronyms
- Resources:
    - *MIT Gender Decoder*
    - Clear writing *factsheet*
    - University of Victoria's *Inclusive Language Guide*

Primary Duties & Responsibilities

Consider the major responsibilities or activities of the role, use a short phrase to describe the activity, then estimate the amount of time spent on it. Describe each activity in detail, using examples. Include if they'll be working on or with a team and how big the team is.

Example:

The following is an estimated breakdown of the role's primary responsibilities and/or activities:

Creating Content- 60%

Bullet point descriptions of what this looks like

Liaising with Community Partners- 30%

Bullet point descriptions of what this looks like

Administrative Tasks- 10%

Bullet point descriptions of what this looks like

Qualifications

Education & Experience

Emphasize, again, the value of a variety of experience (work, volunteer, lived). Of course, some roles will necessitate specific educational backgrounds. It's when specific education is listed as a requirement on job posting, but it is *not* necessary to perform the role that an equity issue arises. For more information, see "*Creating the Role Worksheet*".

Example:

All applications, regardless of educational background, will be considered fairly and equitably. However, a degree/diploma in one of the following areas would be an asset […]

Knowledge, Abilities & Skills

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". Include any physical demands. Include knowledge of inclusion, diversity, equity and accessibility (IDEA) principles, and an understanding of anti-racism and anti-oppression (ARAO) frameworks as assets. To recognize there are many ways to accomplish a task, emphasize end goals, rather than how it is accomplished. For example: "Able to communicate new concepts and ideas", rather than, "Excellent oral and written communication skills".

Working Conditions

[If] In Office

To help applicants decide if the office is accessible to them, consider answering:

- Is the building on a public transit line?
- Is parking included? If not, how much does it cost?
- Is the building accessible?
- Are washrooms accessible?
- Is there a gender-neutral washroom option?
- Is there a dress code? If so, is it gendered?
- What is the office environment like – is it an open floor plan? Offices or cubicles? Is it loud? Florescent lighting? Are there quiet spaces with lower sensory stimulations?
- What languages are spoken in the office? For example, are most staff anglophones or is there a mix of French and English?

[If] Remote

Let applicants know if any supplies will be provided for them. Include if you offer a stipend for home office needs.

Additional Benefits

Tell applicants the perks of working with you! Consider information about things such as:

- Benefits (including mental health supports)
- Personal days
- Vacation
- Remote work option
- Flexible start times
- Management styles
- Mentorship opportunities
- Access to gender-affirming funds
- Potential for further advancement within the organization
- A diverse and inclusive work environment
- Professional development opportunities & connection within local communities
- Building amenities

How to Apply

Ensure your application process is accessible. Some online application portals can be hard for people with physical and/or cognitive disabilities to use.

Include a deadline to apply for the position.

Statement on Employment Equity and Diversity

Include your organization's IDEA statement if it already exists. If writing one, consider including information such as:

- What does equity, diversity, inclusion and accessibility mean to your organization?
- Why is it important?
- How you are commitment to equity work – which steps are you taking?

Include information about accommodations and an email for who to contact if you have questions or requests for accommodations.

If possible, consider including the date when the next step in the process will be decided so applicants know when they will (or will not) hear.

> *Example:*
>
> *[Organization] is committed to work led by and for the community. We strive to ensure members of equity-denied groups, from a broad range of communities, feel empowered to apply for positions within the organization. We encourage qualified applicants to consider work opportunities with [organization] because a diverse work force is critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in employment which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals.*
>
> *[Organization] welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. If you have questions or requests for accommodations, please email: [email].*
>
> *We will be moving into interview requests with [number] weeks after the application deadline. We thank all applicants for their interest, however only those selected for an interview will be contacted.*

A Note on Land Acknowledgements

If you're considering adding a land acknowledgement to your job posting, here are some questions to consider first:

- What is your goal in writing a land acknowledgement?
- Is this performative—is your organization engaged in decolonizing and Indigenizing the workplace beyond land acknowledgments?
- Have you connected with Indigenous communities in your area? Are you working together in community?
- Are you including your commitments to reconciliation in your acknowledgment? Do your commitments extend beyond vague actions such as "learning more"

We encourage readers to consider these questions, while also affirming that it's very important to acknowledge whose lands you're on. These questions are to help organizations step away from land acknowledgements as simply words and see them as a commitment to action and accountability. If your organization has a land acknowledgement on one job posting, it should be on all future postings. The organization should also consider including an acknowledgement in other areas of work, such as at events and on email signatures. To learn more about land acknowledgement, see "Additional Resources".

Additional Resources

Forbes: *"Four ways companies Tokenize Underrepresented Employees"*

Lalitha Stables: *"Tokenism vs. Equity in the Workplace"*

OnCanadaProject's article: *"Most of us are Giving Land Acknowledgements Wrong"*

Article by âpihtawikosisân: *"Beyond Territorial Acknowledgments"*