



Best Practices for Equitable and Inclusive Job Postings

This tool is designed to support managers and administrators in the Faculty of Medicine to develop job postings that promote equity, diversity, and inclusion (EDI). After using this tool, users will have a job posting that will facilitate recruitment of diverse candidates from designated equity groups, and contribute to advancing equity, diversity, and inclusion in the Faculty of Medicine.

Three Ways Equitable and Inclusive Job Postings Can Advance EDI

As you draft the job posting, consider how you can incorporate these characteristics. If you are adapting an existing job posting, read the job posting through the lens of an unlikely or underrepresented applicant and assess whether these qualities are present.

Attracting diverse candidates:

A job posting that is written with attention to equity, diversity, and inclusion can influence candidates from equity groups to apply for a position, increasing the diversity of the candidate pool.

Creating conditions for success within the hiring process:

When candidates are assessed against a job posting that is written with attention to equity, diversity, and inclusion, there may be greater ability for the hiring panel to evaluate candidates from equity groups favorably.

Articulating the role's relationship to advancing EDI:

Taking time to consider how the role's function is related to EDI, and including relevant skills related to EDI in the job posting, can advance EDI at in the Faculty of Medicine regardless of the identity of the person hired into the position.

Four Characteristics of Inclusive Job Postings

Attribute (relevant section of job posting)	Description	Examples
Affirming (All Sections)	Communicates implicitly and explicitly that candidates from equity groups are welcome and will be supported to succeed in the role	<ul style="list-style-type: none"> Flexible and welcoming tone Indicates accommodations are available for candidates with disabilities Avoids exclusionary language (e.g. his/her vs. their) or gendered (e.g. decisive vs. responsive)² Includes the University Diversity Statement
Clear (Work Performed)	Communicates the role's function and purpose clearly	<ul style="list-style-type: none"> Specific about the duties and responsibilities Avoids vague words, "supports," "participates in," "works with." Uses plain language Avoids jargon, technical terms, acronyms, or abbreviations. If you must use acronyms or abbreviations, use the full term the first time followed by the acronym or abbreviation in brackets.
Open (Qualifications)	Allows for multiple routes or ways to meet the job's qualifications	<ul style="list-style-type: none"> States the minimum education, certification, training, or experience as requirements only if it can be demonstrated that they're essential to the duties and responsibilities of the position, or if required by law or a relevant licensing body. Is expansive about the range of credentials, education, or experience that can be considered valid preparation for the position. Considers transferrable skills and contexts that may be of value in the position.
EDI-Relevant (Qualifications)	Clear and precise about the EDI skills and competencies that will be needed in the role	<ul style="list-style-type: none"> Indicates the specific competencies around equity, diversity, and inclusion that will be needed in the role (e.g. interactions with diverse clients; ability to lead diverse teams etc).

Reflection Questions

When you are ready to draft your job posting, start by asking the following questions to situate your task in relation to EDI:

- How does this role relate to issues of EDI? What opportunities exist for this role to contribute to advancing EDI within your unit?
- Which equity groups are under-represented within your unit or within the Faculty of Med. overall? How could this job posting begin to change that?*
- What opportunities exist within this job posting to increase the diversity of candidates applying for this position? How can I make the job posting as affirming, clear, open, and EDI-relevant as possible?
- For positions that involve leadership or supervision, what opportunities are there to emphasize core leadership attributes, including diverse and inclusive leadership?

Section-Specific Tips

<p>Job Summary</p> <p>Consider how you are communicating the culture of your unit. If your unit has an inclusive culture, is supportive of work-life balance, is already highly diverse, and/or values multiple perspectives and ways of thinking, consider communicating that.</p>	<p>Organizational Status</p> <p>Describe how equity, diversity, and inclusion considerations will be relevant to the position's relationships, interactions, and liaisons with other functions.</p>	<p>Work Performed</p> <p>Be specific and clear about the role's responsibilities, using as little jargon as possible, to enable candidates to clearly understand what the role will entail.</p>	<p>Supervision Received</p> <p>Consider how you can indicate how the supervision received by this position will be informed by equity, diversity, and inclusion, and the Faculty of Medicine's institutional values more broadly.</p>
<p>Supervision Given</p> <p>Consider how the supervisory responsibilities of this position will align with core leadership attributes including diverse and inclusive leadership, and the Faculty of Medicine's institutional values more broadly.</p>	<p>Consequence of Error / Judgement</p> <p>Consider the consequences of error and judgement in relation to equity, diversity, and inclusion considerations and the Faculty of Medicine's commitment to inclusion.</p>	<p>Qualifications</p> <p>To counteract the effects of disproportionate representation in different disciplines and industries, consider the broadest range of fields from which a candidate may have gained relevant experience or skills.</p>	

Diversity Statement

Include UBC's diversity statement in all job postings:

"Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority."

*Note: Under special circumstances, it is possible to obtain permission from the BC Human Rights Office to target the search toward specific under-represented equity groups - such as Indigenous people, or people with disabilities. Unless such a permission is in place, the search must be open to ALL candidates, regardless of identity.

- Identity characteristics (black, people with disabilities, racialized) can NOT be used as a merit or evaluation criteria. People may be able to relate their lived experience connected to identity to the criteria for the job, but identity on its own cannot be used for merit.
- For example: This is OK - "As a racialized woman faculty member, I have lead many educational initiatives across the university to raise awareness about inclusive of IBPOC and women within STEM" This is not - "I understand equity, diversity and inclusion because I am a woman."

Resources:

UBC Equity & Inclusion Office (2020). Hiring Equity. Canvas course accessed at: <https://canvas.ubc.ca/courses/69383>

UBC Equity & Inclusion Office (2020). Equity Considerations in Virtual Interviews. Accessed at: <https://equity.ubc.ca/resources/equity-considerations-in-virtual-interviews/>

Contact Us:

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