Best Practices for Equitable and Inclusive Job Postings

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 in the Faculty of Medicine regardless of the identity of the person hired into the position.

Four Characteristics of Inclusive Job Postings

<table>
<thead>
<tr>
<th>Attribute (relevant to job posting)</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affecting (All Sections)</td>
<td>Communicates implicitly and explicitly that candidates from equity groups are welcome and will be supported to succeed in the role</td>
<td>- Specific about the duties and responsibilities</td>
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<tr>
<td>Open (Qualifications)</td>
<td>Allows for multiple routes or ways to meet the job’s qualifications</td>
<td>- Indicates accommodations are available for candidates with disabilities</td>
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<tr>
<td>EDI-Related (Qualifications)</td>
<td>Clear and precise about the EDI skills and competencies that will be needed in the role</td>
<td>- 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).</td>
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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:

1. How does this role relate to issues of EDI? What opportunities exist for this role to contribute to advancing EDI within your unit?
2. 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?
3. What opportunities exist within this job posting to increase the diversity of candidates applying for this position? How can I make the job post as attracting, open, and EDI-relevant as possible?

Section-Specific Tips

Job Summary

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.

Organizational Status

Describe how equity, diversity, and inclusion considerations will be relevant to the position’s relationships, interactions, and liaisons with other functions.

Consequence of Error / Judgement

Consider the consequences of error and judgment in relation to equity, diversity, and inclusion considerations and the Faculty of Medicine’s commitment to inclusion.

Qualifications

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.

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 Nations, Metis, Inuit, or Indigenous person. UBC’s institutional values include diversity and inclusion, equity, and respect for all individuals. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.”

Resources

- FACULTY OF MEDICINE
- Three Ways Equitable and Inclusive Job Postings Can Advance EDI
- Reflection Questions
- Section-Specific Tips
- Diversity Statement
- Examples
- Reflection Questions
- Section-Specific Tips
- Diversity Statement

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