

Inclusive Job Description Builder

Toolkit 1, Chapter 3 Downloadable Tool CIIS Employer HR Resources



Purpose: Help employers write job descriptions that are clear, accessible, inclusive, and legally appropriate.

How to use: Complete the sections that apply to your hiring process. Use the notes and action fields to document decisions, gaps, and next steps. Designed for HR, hiring managers, or leadership teams.

1. Role Summary

Job Title	
Department	
Reporting Relationship	
Work Location / Arrangement	
Salary Range (if available)	
Application Deadline	

2. Essential vs. Preferred Qualifications

Requirement	Essential or Preferred	Why It Is Needed	Could It Exclude Qualified Candidates?
Education			
Experience			
Technical Skills			
Language Requirements			
Physical Requirements			

3. Inclusive Language Review

Item	Yes	No	Notes
The posting uses clear and accessible language.	☐	☐	
Jargon and internal acronyms are avoided or explained.	☐	☐	
The wording avoids age-coded, gender-coded, or culturally narrow language.	☐	☐	
The posting welcomes transferable experience where appropriate.	☐	☐	
The tone is professional, realistic, and respectful.	☐	☐	

4. Legal and Accessibility Review

Item	Yes	No	Notes
Requirements are directly connected to the role.	☐	☐	
The posting avoids discriminatory language or assumptions.	☐	☐	
Accommodation during recruitment is clearly communicated.	☐	☐	
Citizenship or language requirements are included only where operationally necessary.	☐	☐	
Accessibility considerations are reflected in the application process.	☐	☐	

5. Job Posting Draft Sections

About the Role	
Key Responsibilities	
Essential Qualifications	
Preferred Qualifications	
Transferable Skills Welcomed	
Accommodation Statement	
How to Apply	