

## Job Postings

- Do not post the job until it has been reviewed by the Equity Consultant. The job posting is the introduction of prospective candidates to your unit. Applicants are interviewing us too!
- Include [points of pride](#) about your department, School/College, and the University
- Include information about how the unit embodies diversity, equity, and inclusion.
- If the unit/department has a mission and/ or diversity statements, they should be included.
- Each posting has a statement related to the legal and strategic needs for engaging in inclusive hiring appended by Human Resources to the submitted posting. Please [review the statement](#) as you consider information to include in your posting.
- The posting should reflect the needs of the department and should be drafted **as broadly as possible** to attract the largest available pool of potential qualified applicants. At the same time, the job description should be an accurate reflection of the position and specific to the functions performed.
- The posting should consistently use inclusive language. For example, don't use gender-specific pronouns (he/she); use "they;" use gender neutral titles such as "artisan" instead of "craftsman." The [Gender Decoder](#) can be used to quickly check if subtle bias exists in the job advertisement.
- Avoid cliches that are difficult to interpret accurately (example: strong leader; excellent communication skills). Relate these words to the specific duties and responsibilities of the job. For example, instead of "excellent communication skills" say "ability to communicate to different audiences in various modalities."
- Be clear about the required qualifications. (For example: PhD by specific date; x years of experience doing what;)
- Be specific about expectations related to diversity, equity, and inclusion (example – engaging diverse student population in the classroom; experience mentoring underrepresented students).

### Additional Resources:

[Writing the Position Announcement](#) – University of Nebraska-Lincoln

[4 Tips for Writing Better Job Posts \(Plus Before and After Examples\)](#) (linkedin.com)

[Diversifying applicant pools requires writing better job ads \(opinion\)](#) (insidehighered.com)

[Soliciting Performance, Hiding Bias: Whiteness and Librarianship](#) – In the Library with the Lead Pipe

[The Case for Cluster Hiring to Diversify Your Faculty](#) (chronicle.com)

[Job Description Writing Guide](#) – PittHR

[Crafting Job Descriptions](#) – Brown