

Inclusive Job Description Template

Position Overview

Role Title

Department

Location

About Us

[Company Name] is committed to fostering an inclusive workplace where all employees can thrive. We believe that diversity drives innovation and encourages applications from people of all backgrounds.

Essential Responsibilities

Required Qualifications

Note: List only truly essential qualifications. Consider equivalent experience alternatives.

Preferred Qualifications

Note: Keep this section limited to avoid deterring qualified candidates

Skills & Competencies

Skill 1

Skill 2

Skill 3

What We Offer

Benefit 1

Benefit 2

Benefit 3

Inclusion Statement

[Company Name] provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or veteran status. We actively seek diversity in our workforce and foster an inclusive environment.

Accommodations

We are committed to providing reasonable accommodations for qualified individuals with disabilities in our job application and interview process. Please contact [contact information] to request accommodation.

Language Analysis Checklist

- Checked for gender-coded words
- Reviewed for cultural bias
- Verified accessibility of language
- Balanced requirements vs. preferences