

Inclusive Job Description Template

Job Title

Job Summary

Provide a brief, inclusive overview of the role

Essential Functions

1.

2.

3.

4.

Required Qualifications

1.

2.

3.

Preferred Qualifications (optional)

1.

2.

Inclusive Benefits Highlight

1.

2.

3.

Company Culture Statement

Emphasize commitment to diversity, equity, and inclusion

Inclusive Language Checklist

- Used gender-neutral pronouns (they/them) throughout
- Avoided gendered terms (e.g., “salesman” □ “sales representative”)
- Minimized use of superlatives (e.g., “best”, “world-class”)
- Focused on essential requirements, avoiding “nice-to-haves”
- Included statement welcoming applications from underrepresented groups
- Mentioned flexible work arrangements if applicable

Notes for Improvement