



WRITING ACCESSIBLE JOB POSTINGS


An accessible job posting aims to reduce barriers so that all candidates feel welcomed to apply, can help attract qualified candidates, and promote an inclusive workplace.

WHEN PREPARING YOUR JOB POSTING CONSIDER THE FOLLOWING:

Use Plain Language

This ensures that your message is clear, and easily understood by a wide audience.

Tips for Writing in Plain Language:

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- Use short sentences.
 - Use common words and avoid technical terms.
 - Define any acronyms before using them.
 - Remove unnecessary words


Example:

"We're looking for someone with experience working across teams to improve operations and meet goals in a busy workplace."

Use Gender Neutral Terms

Choose inclusive terms that don't assume a person's gender.

Tips for Using Gender Neutral Terms:

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- Use neutral job titles.
 - Replace gendered terms with words such as "they", "everyone" or "team".
 - Focus on roles rather than gender (ex. "parent" instead of "mother/father").


Example:

"The successful applicant will demonstrate **their** ability to collaborate with others and will serve as a liaison between the **chairperson** and **their** staff."

Use Accessible Formatting

Clear headings, bullet points, readable fonts, and sufficient color contrast make information easier to scan and understand.


Tips for Using Accessible Formatting:

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- Prioritize the most important information at the top of the posting.
 - Use lists instead of long sentences.
 - Use proper list formatting instead of manually typing symbols (ex. dashes & asterisks), as screen reader software may not recognize them as lists.
 - Use simple fonts (ex. Arial).

Be Clear About Working Conditions

This ensures that all candidates can assess their fit for the role and feel encouraged to apply.

Tips for Describing Working Conditions:

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- Include compensation (salary/pay, benefits, vacation time, etc.).
 - State if the job is in person, remote, or hybrid.
 - Describe the physical environment:
 - Is there outdoor work required?
 - Note factors such as lighting, noise levels, or temperature variations.
 - Note physical demands and any accommodations for these available.

Focus on Abilities, Not Experience

Candidates may lack experience or specific credentials due to systemic barriers, and unconscious biases—not because they lack the necessary skills.

Tips for Focusing on Abilities:

- Recognize equivalent experience.
- Distinguish between “must have” and “nice to have” qualifications.
- Avoid rigid requirements that may discourage applicants (ex. instead of “valid driver's licence,” use “ability to travel and provide own transportation”).

Example:

*“Experience in sales, customer service, or any role involving client relationship management, including volunteer experience. **We’re open to candidates with diverse backgrounds and experiences.**”*

Equitable Employment Statement

This statement outlines your organization’s commitment to creating an equitable, diverse, and inclusive workplace.

An equitable employment statement is important because:

- Communicates to potential and current employees that equity, diversity, and inclusion are a priority for the organization.
- Is a written commitment that can hold your organization accountable.

Example:

“The Alberta Recreation & Parks Association is an inclusive employer and values a workplace that reflects the diversity of the communities we serve. We welcome, respect and value the unique perspectives, backgrounds and experiences of our employees as well as all prospective applicants.”

Accommodation Statement

This statement informs candidates that they can request support during the application, interview, and hiring process.

Tips for Writing an Accommodation Statement:

- Remember that it is not only individuals with physical disabilities that may require accommodations.
- Include specific contact details on how to request accommodations.
- State that requesting accommodations will not negatively impact the candidate's application.

Example:

“Our organization values diversity and inclusion. If you require reasonable accommodations during the hiring process or on the job, please contact (insert human resources contact details). Requests will be handled confidentially and will not impact your application status.”

Download our Accessible Job Posting Template

Learn more about Community Compass & access more FREE resources:



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