# Best Practice for Diverse Hiring
## Create an Inclusive Job Ad

**Value**: Inclusive language is language that is free from words, phrases or tones that tend to exclude. Narrow language tends to narrow the search and candidate pool, often at the expense of women and historically underrepresented groups. Positions should be described as broadly as possible to create a well-populated, diverse pool of qualified applicants.

Example #1:

Before Inclusive language: "The University of California, Los Angeles (UCLA) Department of Ecology and Evolutionary Biology (EEB) seeks an organismal biologist with a focus on plant diversity. Qualified candidates must have a Ph.D. in biological sciences."

After Inclusive Language: "The University of California, Los Angeles (UCLA) Department of Ecology and Evolutionary Biology (EEB) seeks an organismal biologist with a focus on plant diversity and/or evolution…. Qualified candidates must have a Ph.D. in a related field of biological sciences. The position is defined broadly within evolution and ecology, but preference will be given to candidates whose research/teaching interests would utilize, in part, the UCLA Mildred E. Mathias Botanical Garden…."

Example # 2:

Before Inclusive Language: Minimum Qualifications: Master's degree in business.

After Inclusive Language: Minimum Qualifications: Master's degree in business or related field OR Bachelor's degree in business or related field and 2 years of relevant experience.

**How to Create an Inclusive Job Ad**:

- o Limit your job requirements to "must-haves" for the position.
- o Highlight your unit/department's commitment to diversity and inclusion.
- o Encourage all members from underrepresented groups in higher education to submit applications.

*Instilling Equity and Inclusion in Departmental Practices: Guiding Faculty Recruitment and Retention*, EAB - 2018 (p. 24-26).
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5 Must-Do's for Writing Inclusive Job Descriptions. (n.d.). Retrieved from https://business.linkedin.com/talent-solutions/blog/job-descriptions/2018/5-must-dos-for-writing-inclusive-job-descriptions