

Ten-point Job Description Best Practice Checklist

1. Include a short description of the **organization's values and DEI work** at the top of the job description
2. Describe the job as comprehensively as possible while **minimizing the number of sections in the job description and using concise language**
3. **Delineate minimum knowledge, skills and abilities (KSAs) from preferred KSAs**, and ensure the position's minimum KSAs are in fact required to do the job well
4. **Articulate KSAs as behaviors**, rather than traits
5. **Use diversity-encouraging and inclusive language that does not indicate cultural preferences**, and that does not include language that could be perceived as being culturally- or racially-coded
6. Use **gender-neutral and gender-inclusive** language to describe job requirements ([gender decoders](#) are useful here)
7. **Avoid using negative and coercive words** (e.g., must, have to)
8. **Use first- and second-person language**, rather than third-person language, to convey a culture in which employees are valued
9. Include an **equal opportunity and / or diversity statement that conveys an emphasis on inclusivity** (rather than an emphasis on compliance)
10. **Include a description of work flexibility, remote work options, and available accommodations** at the organization, department, and unit levels