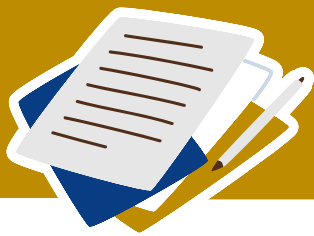


Workplace Inclusion Charter

INCLUSIVE JOB POSTING CHECKLIST



Women and Gender
Equality Canada

Femmes et Égalité
des genres Canada

Use this checklist to identify gaps and make practical, high-impact improvements that strengthen fairness, efficiency, and effectiveness in your hiring process.

1. Job Title

- Clear and easy to understand
- Avoids gendered or exclusive words (e.g., “rockstar,” “ninja,” “salesman,” “strong,” “leader”)
- Accurately reflects the role

2. Compensation Transparency

- Salary range is clearly stated (hourly vs annual, unionized, grid; avoids vague language such as “competitive salary” language).
- Benefits and supports are outlined (flexible work, health benefits, leave policies)

3. Qualifications / Requirements

- Only list what’s truly required for the job and avoid “must have everything” phrases (e.g., unnecessary degrees, 10+ years experience, “expert only”)
- Use flexible language (e.g., “experience with,” “able to learn,” “familiar with,” “comfortable using,” “willing to learn new skills”)
- Experience equivalencies are accepted (e.g., lived experience, community leadership, international or non-Canadian credentials or experience)

4. Duties / Responsibilities

- Written in clear, plain language and avoids jargon or vague phrases (e.g., “dynamic environment,” “fast-paced,” “synergy,” “go-getter,” “think outside the box,” “results-driven,” “wear many hats”)
- Explains what the person will actually do

5. Language & Tone

- Avoids gendered, ableist, or exclusionary terms (e.g., “dominant”, “manpower”, “strong personality”, “energetic”, “culture fit”)
- Sounds welcoming, encouraging people to apply, and positive

6. Inclusion & Accommodations

- Includes a brief EDI statement welcoming applicants from all backgrounds
- Acknowledges Indigenous lands or communities where your organization operates (e.g., land acknowledgement)
- Accommodations statement is included and visible
- No unnecessary physical requirements are listed
- Ensures a fair, flexible hiring process (e.g., virtual or in-person interviews and reasonable timelines).

7. Accessibility

- Clear and easy to read (e.g., short sentences, bullet points, spacing, and headings)
- Works with screen readers or other accessibility tools
- Application method is accessible (not only through one platform)

8. Overall Check

- Would a variety of qualified candidates feel encouraged to apply?
- Is anything unnecessary or discouraging?

Top 3 Fixes

1. _____
2. _____
3. _____

Notes
