

Getting the job description right

Creating a simple and clear inclusive job description will empower both your company and candidates to find the right fit. Our Ready, Willing and Able supported employment coaches can support your understanding and process in writing it. This is not a one size fits all approach - your workforce is made up of unique individuals who all contribute towards your success.



1. Job title

Ensure candidates can find your job by making sure the job title is relevant and obvious. Job descriptions play an important role in recruiting, and the titles you use can either widen or narrow the audience who may find it of interest.



2. Job requirements

Make sure all qualified candidates feel welcome to apply. Long bulleted lists, abstract soft skills and overinflated or underinflated requirements can confuse job seekers and put them off applying.



3. Speak clearly to candidates

Ensure everyone can understand your job descriptions and use plain English. Internal or sector specific jargon, long sentences and awkward phrasing can all confuse job seekers.



4. Your company's commitment to inclusion and diversity

If your company is already making major strides towards becoming a more welcoming and inclusive place to work, you might want to consider including this in your job descriptions. Whilst you can simply state at the bottom that you are "an equal opportunity employer", a statement in your own words is more powerful. Perhaps link to your company strategy (ensuring this is in an accessible format) or provide case studies of people who already work within your organisation.



5. Fixed and flexible - job carving

Consider what skills are really necessary for someone to complete the tasks within a role.

Download our fact sheet "No 2 - Identifying the Vacancy" for more info www.seeability.org/resources/identifying-vacancy



6. Keep things simple

Remove complex descriptions, avoid the need for people to 'decode' where possible. Often, people with learning disabilities find processing written language a challenge and so minimising technical terms, abbreviations and complex sentences will help keep things clear and simple.



7. Highlight inclusive benefits

Promote any benefits that your business offers that are over and above government statutory requirements, such as additional parental leave, health care plans and flexible working, that show your commitments to being an inclusive and diverse employer.



8. Include a “working interview”

Another great opportunity to remove barriers and be inclusive is to offer trial working days as part of the interview.



For more information on taking the next steps to becoming a more inclusive employer, please contact us by emailing RWA@seeability.org