DEVELOP JOB DESCRIPTIONS

A well-written job description is key to getting quality applicants who understand what they are applying to and the level of commitment needed for the position. When creating a job description, here are some components you may want to include:

Components of a Job Description

- *Job title*

- *Application deadline*

- *Type of position (e.g., part-time, full-time, volunteer, contract, stipend-paid, short-term <6 months, long-term >6 months)*

- *Job location*

- *Salary and benefits*

- *Remote, in-person, or hybrid*

- *Technical equipment that will be provided*

- *Information on hiring timeline (e.g., opening or closing date, expected first review of apps, expected start date, etc.)*

- *Description of your organization*

- *Information on your organization's mission, values, goals, etc.*

- *Background Information on CMO*

- *Description of the project*

- *Description of the position (and what it might entail)*

- *List of expected tasks, duties, or responsibilities*

- *List of required qualifications, skills, experiences or education*

- *List of desired qualifications, skills, experiences, and education*

- *Level of travel required*

- *Equal Employer Opportunity Statement*

- *Information on how, where, and when to send application materials*

- *Other hiring requirements (e.g., such as a background check)*

As a project funded by Clean Mobility Options (CMO) and the California Climate Investments (CCI), you can include the CMO and CCI logos and descriptive text in your job descriptions and posts.

Equity, Inclusion and Diversity Considerations For the Hiring Process

These are additional equity considerations to support the development of your job descriptions. The language you use and the information you choose to share (or don't share) can make a job post more inclusive and equitable or can discourage potential candidates from applying.

Avoid gendered language: Use more gender-neutral language or a balance of masculine and feminine words. For example, using language in a job description coded to be more masculine or feminine may attract applicants of a particular gender while discouraging members of the opposite gender or individuals are non-binary or gender nonconforming from applying[2].

Competency-based hiring: Remove education requirements where applicable and allow equivalent years of experience in the field to substitute for a degree. Many jobs require a 4-year degree or additional education even though the specific tasks and responsibilities may not require that level of education.

Residents often have skills and experiences that are often unrecognized in the hiring process. This includes the ability to connect to their community and institutional, social, and cultural knowledge that can help build buy-in to the program.

Include salary and benefits: List out the available salary range, benefits, and other relevant position information such as length of employment (if contracted or short-term). Many potential applicants will want to know before applying if the salary fits within their budget.

[2] *Evidence That Gendered Wording In Job Advertisements Exists And Sustains Gender Inequality* lists masculine and feminine words used in job descriptions ***here***.

➤ Being transparent about salary and benefits can save your organization and potential applicants time spent submitting an application and going through the interview process if the expected salary is outside of their budget.

➤ **Remove jargon and acronyms:** Remove any unnecessary jargon, acronyms, or vague terms. Too much jargon may risk scaring away potential applicants with the right skills and experience but limited knowledge in your particular field.

➤ **Share Diversity, Equity, and Inclusion goals and Equal Employer Opportunity statement:** Share your Diversity, Equity, and Inclusion (DEI) goals if your organization has them and include your Equal Employer Opportunity Statement. An organization's culture around DEI has become a high priority to some applicants. You may want to emphasize or highlight what steps your organization has made toward centering equity and inclusion.

➤ **Concise requirements:** Make sure your list of requirements only contains what is necessary or needed for the position. Job descriptions can have a long list of desired skills, experience, education background, etc., however, that may discourage qualified applicants who don't meet all the requirements from applying. Instead, keep the list concise and connect it to a specific project, program, and organizational needs.

➤ Consider reducing other hiring requirements such as assessments, cover letters, and any writing or work samples.

➤ **Multiple submission options:** Allow both online and paper applications to be submitted. This allows people who don't have access to the internet or who would prefer to submit a paper version different options for submitting their application.

➤ **Working with diverse populations:** Consider prioritizing applicants who have experience working with diverse populations, including different ethnic, socioeconomic and racial backgrounds. This may be an important component to launching a successful project that is meant to serve multiple population groups.

Second language: Consider prioritizing applicants who can speak a second language that is common in your project area. This is especially important for front-facing positions such as providing customer service, driving vehicles, or conducting community outreach. It is also helpful to have bilingual project management staff if a large portion of the team, such as the drivers, speak a language other than English.

Travel and time commitments: Consider including transparent information on the expected travel and time commitment required for the position. Share whether the position requires working in the evenings or during the weekends, out-of-town travel, or regular travel to an office or for field work.

These are recommendations to make the application review and interview process more equitable. Consider how you want to design your hiring and interview process to reduce implicit bias and demonstrate transparency and clarity.

Blind hiring process: A blind hiring process removes the name and other identifying information (name, school, gendered language, hobbies, address) to prevent implicit bias from affecting how you judge applicants. It's meant to focus the screening process on qualifications, skills, and experiences.

Structured and standardized interview process: To ensure fairness across all candidates and reduce bias, develop a structured interview process with a set of standardized questions and set number and type of interviews.

Diverse hiring panel: A hiring panel usually has 3 people who ask questions to the candidate and provide input to the hiring manager. Consider the different job levels within your organization and consider including people who represent different levels and different departments or teams. Also, consider what other characteristics may be overrepresented.

Prepare hiring panel: You also want to make sure employees participating in the panel understand what role and perspective they bring. It is also important that you do not diversify your panel just for diversification and to influence the applicants' perception of your organization.

Inclusive interview questions: In developing questions for interviewing, evaluate their level of inclusivity and consider if different types of candidates (e.g., with varying levels of experience, educational background, race, etc.) can answer the question. Consider including more strength or skill-based questions and test if your situational or hypothetical questions are universally applicable.

Flexible accommodations: Considering allowing both in-person and online/phone interviews to accommodate people's different situations. Some candidates may have challenges with reliable internet, while others may have challenges getting to the office.