



Analytics, Insights and Solutions

For diversity, engagement and inclusion

How to Maximize Your Job Descriptions to Compete for Great Talent



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Complete Job Description Checklist

Your Company

Gather the following information

Define your company and its core values

- Core values
- Mission/Vision
- Product/Service

Notes:

Defining culture, inclusion and/or diversity

This can be in addition to the EEO statement

Visit 26Letters.co/resources for definitions and other resources

- Diversity & Inclusion
- Reworked definition to fit your organization
- Identify how this aligns with your organization's goals

Notes:

Writing the company or inclusion statement

Create a comprehensive company diversity statement

- Is the statement authentic?
- Is it specific to the organization and the product/service they offer?

Notes:

Writing the specific job description

Candidate Profile/Areas of Responsibility

- Candidate profile - Are you excited about this?
- Prior experience - Are we a match for you?
Are you a match for us?
- Day to day - What are the core areas of responsibility?
- Are there additional benefits?

Notes: