

# Considerations for Inclusive Hiring Practices

1



## Avoid Gendered Language

Use gender-neutral terms such as "they" or "them" instead of "he" or "she," or use "he or she" to be inclusive.

2



## Use Inclusive Language

Use language that is respectful and inclusive of different races, ethnicities, religions, ages, and sexual orientations. (Language that acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities). Identify first language: Person with XXXX, not XXX person

3



## Avoid Biased Language

Use language that does not imply bias or discrimination against any particular group or individual.

4



## Highlight commitment to diversity

Use language that highlights your company's commitment to diversity and inclusion. For example, mention your diversity and inclusion initiatives, employee resource groups, or partnerships with organizations that promote diversity.

5



## Seek feedback from diverse employees

Seek feedback from diverse employees or members of underrepresented communities to ensure that your job postings are inclusive and welcoming.