

JOB POSTING CHECKLIST

Employer Resource

Use this list as a guide to create neuro-inclusive job descriptions.
Please note, every bullet point will not be applicable to all companies or job descriptions.

Things your posting should include:

- Clearly defined qualifications that are must haves vs. nice to haves
- Emphasize inclusivity - this can be accomplished by including:



DEI policy
(make sure disability and neurodiversity are encompassed)

Inclusive hiring statement
“We encourage individuals from diverse backgrounds, including neurodivergent individuals to apply. We welcome alternative resume formats or application process that best suit your needs.”

Listing employee resource groups or support networks

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- Specific skill-based job requirements

Consider using language reflective of skill and ability rather than specific traits or characteristics. For example:

- Ability to communicate effectively with colleagues via email and small group settings
- Encourage applicants that may not meet 100% of the requirements but feel they have the skill to be successful

- Provide clear information. In addition to job responsibilities, include details about:

- Dress code
- Time at computer vs. physical requirements
- Repetitive tasks vs. different tasks each day
- Flexible time vs. concrete office hours
- In office vs. remote vs hybrid.
- Level of expected autonomy or supervision

Highlight training

- Provide information on expected trainings the candidate will be required to complete during onboarding and any on-the-job training
- Indicate the organization's commitment to ongoing training for employees and managers to foster neuro-inclusive workplaces

Information on the recruitment process and expectations. For example:

- Application deadlines
- Next steps with timelines

Highlight benefits that specifically support neurodiverse employees

Transparent information about compensation

Pay transparency can signal a more inclusive environment. Including the pay range in your job description may also benefit candidates from marginalized communities who may be less likely to negotiate pay

Accessible application process

- Provide different modalities to apply. Access to video, dictated or written applications ensure the process is accessible to everyone with different perceptive styles
- Provide clear instruction and options for accommodation requests for each step of the application and hiring process. Provide a contact person for requests



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Remove the following from your job posting:



- Jargon and nonessential language
- Idioms – such as “hunter,” “ninja,” “rolling up your sleeves,” “hitting the ground running,” or other unclear language
- Education requirements unless they are absolutely necessary to perform role

Years’ experience, certain degrees may not be relevant for success. Experience in lieu of degrees. Take time to consider what education level is actually needed for success. Consider what alternate pathways might be acceptable for this position. For an example, if candidates have apprenticeship experience, bootcamps, or advanced certifications in a field, include the acceptable certifications in the job description.



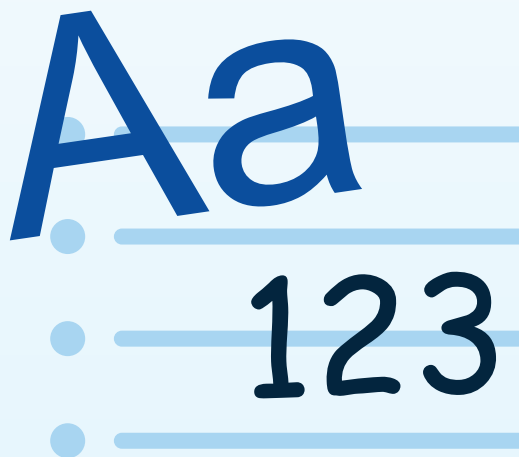
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- Driver’s license requirements

Many employers request a drivers license as a form of valid identification for background checks, if there are no driving requirements for the job consider accepting alternative forms of identification

Check the format:

- Use readable fonts with wide spacing, such as Arial, Comic Sans, Verdana, and Century Gothic in sizes 12 – 14
- Organize in bullet points rather than paragraph format
- Spell out acronyms



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This document is intended to provide best practices informed by research, subject expertise, and input from neurodivergent professionals. It does not contain official legal or HR advice.

*We are always seeking improvement in our pursuit of neuroinclusion.
Please provide your feedback [here](#).*