

Vacancy announcements: Examples of Good Practice

Top Tips for Inclusive Vacancy Announcements:

1


INCLUDE VALUE STATEMENTS

- ❑ Include statements that demonstrate the organization’s values, e.g. diversity, flexible working or other enabling practices, zero-tolerance approach with regards to harassment;
- ❑ Include value statement at the beginning of the vacancy announcement, rather than the end;
- ❑ Rethink how you write the value statement, e.g. bold or underline;
- ❑ Streamline the vacancy announcement system so that these statements automatically appear on every job announcement regardless of contract modality, location or seniority;
- ❑ Ensure that the respect to diversity is reflected in the procedures, e.g. signpost to options for different formats or ways for candidates with disabilities to apply;
- ❑ Consider having a dedicated webpage that demonstrates the organization’s values;
- ❑ Use pictures to communicate diversity, especially when posting on social media.

2


USE GENDER NEUTRAL LANGUAGE

- ❑ Ensure that vacancy announcements use gender neutral language throughout;
- ❑ Require hiring managers to be trained on eliminating unconscious bias in job application processes, including job design, job descriptions and vacancy announcements;
- ❑ Consider the country-specific context and the level and types of inequality in the country;
- ❑ Avoid using words which are traditionally associated with men as women will be less likely to apply. Obvious masculine words to avoid are e.g. he/his, mankind – instead use she/her or they/their and humankind;
- ❑ Be aware of words that, according to research (<http://gender-decoder.katmatfield.com/about>), are coded as gendered, for instance:

<u>Masculine coded words:</u> <i>leadership, persistence, challenges, autonomy, challenging;</i>	<u>Feminine coded words:</u> <i>trust, support, understanding, sharing, responsibility</i>
---	---

3



EMPHASIZE POTENTIAL RATHER THAN EXPERIENCE

- Craft job descriptions for the broadest audience;
- Ensure that only the essential qualifications and the “must-haves” in the evaluation criteria are mentioned in vacancy announcements and job descriptions to attract the widest pool of applicants. The “nice-to-have” and nonessential criteria could discourage the non-represented and under-represented groups from applying. For instance, women tend to apply only if they feel they meet all criteria. Especially, avoid restrictive criteria, for instance:
 - qualifications or licenses specific to some countries or groups of countries;
 - prior field experience;
 - knowledge or skills which can only be acquired in the UN.

4



INCORPORATE A GENDER INDICATOR IN THE EVALUATION CRITERIA

- Ensure that job openings demonstrate the organization’s commitment to gender equality and diversity by including a gender indicator in the competencies required under the evaluation criteria;
- When evaluating candidates, require them to demonstrate that they can incorporate a gender perspective into their work.

» These principles are based on the UNWOMEN Vacancy announcement Examples of Good Practice

Further Tools and Examples

- Guidelines on gender-inclusive language with best practices and strategies for more gender-inclusive communication, available at: <https://www.un.org/en/gender-inclusive-language/guidelines.shtml>
- Toolbox for using gender-inclusive language for training materials, activities and resources to better understand how to apply the Guidelines, available at: <https://www.un.org/en/gender-inclusive-language/toolbox.shtml>