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| This resource incorporates insights from extensive HR hiring experiences with helpful tips and resources collected from a variety of sources. A full listing of resources for this Step can be found on the Resource Citation Page of the online Hiring Solution. We wish to acknowledge, however, the [Workforce Development Board-User Guide](https://drive.google.com/file/d/10BE2bsMQt_U5wSvuScBsxKLaayE03d1S/view), [Egale 50 – 30 Recruitment Resources](https://egale.ca/awareness/50-30challenge-recruit/) , the [50-30 Challenge What Works Tool Kit](https://whatworkstoolkit.50-30tools.ca/x2-team-capacity/), the [RQEDI Unconscious Bias in Recruitment](https://ivado.ca/PDF/Biais-inconscient-recrutement-en/) and the many Human Resource professionals sharing insights on how to make your posting more inclusive.  **Note:** Take what you can from this example based upon the resources available to you and where you are on your journey to become an inclusive employer. We recognize that not all tips will apply to all jobs and recommend that you come back to this tool as you progress on your journey and when you hire again. |
| **POSTING CONTENT** | **SAMPLE** | **YOUR ROLE** |
| **JOB TITLE:** | **Admin/Tech Specialist** | **Enter Your Job/Role Title here** |
| Keep the title simple, use common language that is self-explanatory, ensure it is an accurate reflection of the role and avoid creative terms that could restrict your posting coming up in standard searches.Don’t “sugar-coat” the jobA failure to disclose undesirable aspects of a role will slow down your selection process. If the incumbent needs to work nights, or travel to a remote location several times per year, the job posting should clearly state the requirement to ensure your candidate pool understands and has taken it into account. | ***Inclusive Language:*** *the same wording guidelines used in writing a person-centric job description apply to developing an inclusive job posting. It is even more important for the job posting as it will be your public call for applications. You will want to be clear and concise as you do not want to include all the details outlined in the job description. Try to* [*use plain language*](http://omafra.gov.on.ca/english/nfporgs/07-049.htm#do)*, (avoid jargon or buzz words), and* [*use inclusive non-gendered language*](https://employees.viu.ca/human-resources/equity-diversity-inclusion/support/writing-inclusive-job-description) *to attract diverse applicants.* *It is unlikely that you can create a posting that is 100% free of gendered language, but you can work towards a better balance. For example you may be looking for a strong leader who has been classified as a masculine-coded word, but you can balance that with including a more feminine-coded term, such as compassionate, in the posting.* [*This is a sample gender language decoding*](http://gender-decoder.katmatfield.com/) *resource that you can upload your posting to in order to gain an indication of the balance of gender-coded language in your posting.* *Try to keep the job posting free of gender, race, age implications, and other potential grounds of Discrimination (**See CCDI -Human Rights Codes by Province and Territory in Canada 2018)**. Not only is it not lawful, but it also doesn’t make good business sense and it portrays your organization in a very poor light.**Feel free to mention any physical requirements of the job where there is a legitimate relationship with the work being performed. For example: if the position is for a construction labourer who must regularly move building materials, it is appropriate to include something along the lines of “must be able to lift up to 25 kg”.**For translation to other languages i.e. English/French or other, it is wise to use a professional translator who is familiar with and skilled with using* [*inclusive language*](https://www.uvic.ca/brand/story/style/inclusivity/index.php)*.*  |

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| **POSTING CONTENT** | **SAMPLE** | **YOUR ROLE** |
| **JOB TITLE:** | **Admin/Tech Specialist** | **Enter Your Job/Role Title here** |
| **WHY JOIN OUR TEAM? – ABOUT XYZ** |
| Describe why the candidate should join your organization (include a brief description of the culture and team the candidate would join, as well as some highlights of your organization’s past successes and community impact). Recruiting is much like the marketing you do for your product or service. You need to build and establish your “brand” as an employer of choice. Ideally your website should align and reflect your message.  | *XYZ has been meeting the ABC needs in our community for over 20 years. We are proud to be one of the best in the business and we are excited to have you join us on our quest to take our award winning team to the next level. “Doing our Best to Always Do Better” is our motto.* *We know that a diverse workforce is key to our continued success and we recognize that workplace inclusion, diversity, equity and access strengthens our business, enriches our culture, and enables us to deepen relationships with our clients, colleagues, and communities.* |  |
| Organizations will be at different stages; however, this website may provide some examples to consider that make sense to highlight for your organization. [KPMG recruitment page](https://kpmg.com/ca/en/home/careers/inclusion-diversity-and-equity-in-recruitment.html)*.*  | *To learn more about us and why joining our team is right for you, check out xyz/careers.com.* |  |
| **WHAT WE ARE LOOKING FOR?** |
| Specify only the “ESSENTIAL” accountabilities and key competencies required to provide the applicant with a good sense of what is expected in the role. **Note:** This will NOT include all of the knowledge, skills, abilities, competencies and accountabilities outlined in the job description. Be sure to emphasize how the role will support the organization goals/success. | *This role provides administrative and technical support to the CEO and Transition Project Team. You will assist the organization to transition routine administrative operations, align website, social media, promotion and communications to promote operational efficiencies, support an improved online presence, and foster a welcoming, diverse and inclusive workplace.**You will bring a range of skills, knowledge, abilities and complementary competencies to the following:****Key Areas of Responsibility**** *General Office Management & Administration*
* *Website, Social Media & Internal Technological Solution Software Interface*
* *Communication, Promotion, Data Analysis & Report Writing*
* *Administrative and Technical Support for Project and Event Planning*

***Note:*** *The detailed job description for this role can be found at XYZcareers.com* |  |
| **POSTING CONTENT** | **SAMPLE** | **YOUR ROLE** |
| **JOB TITLE:** | **Admin/Tech Specialist** | **Enter Your Job/Role Title here** |
| **EXPERIENCE & EDUCATION**  |
| Carefully consider what qualifications and experience is really necessary to be successful in this role. Where possible list skills and competencies versus hard line qualifications. Also, consider including experience-based evidence as an alternative to formal education. Invite both paid and volunteer experience. Be cautious about assigning arbitrary numbers of years of experience.**Note:** Professional Certifications and Qualifications can look different and be achieved in different ways. Ask if a qualification be stated as an asset versus a requirement.  | *All applications, regardless of educational backgrounds, will be considered fairly and equitably based upon the demonstrated experience and skilled application of the required knowledge, abilities and competencies outlined in the key areas of responsibilities and provide clear evidence of the following;* * *Applied knowledge of general office procedures & best practices*
* *Prior administrative experience and successful implementation of improved operations in a fast paced office environment*
* *Professionalism and highly developed communication skills i.e., able to communicate new ideas and complex information in a variety of ways (verbal, written, digital)*
* *Demonstrated ability to learn and use technology-based solutions for improved engagement and efficiencies*
* *Technological expertise and familiarity with maintaining a website, social media and client management systems*
* *Excellent computer skills using the Microsoft Office Suite and familiar with meeting management & project management tools*
* *Knowledge of handling sensitive & confidential information*
* *Establishing and maintaining accurate filing systems, records and data management procedures related to internal policies, operational practices and regulatory reporting*
* *Demonstrated commitment to creating a welcoming workplace and familiar with Inclusion, Diversity, Equity and Access as well as anti-racism and anti-oppression practices is seen as an asset*
* *Holding a degree/diploma or certification in one or more of the following areas would be seen as an asset: Professional/Executive Office Administration, Administrative Information Management and Technical Administration Certification*
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| **POSTING CONTENT** | **SAMPLE** | **YOUR ROLE** |
| **JOB TITLE:** | **Admin/Tech Specialist** | **Enter Your Job/Role Title here** |
| **WORKING ARRANGMENT &** **PRACTICAL DETAILS** |
| In order to avoid applications from people who are not willing to commute to your location, if the role requires someone to be onsite, or someone completely outside the pay scale for this role, you will save yourself a lot of time by including the following information prominently in your postings:1. Where the job is located. Is it accessible to public transportation? Is parking provided or @ what rate?
* Is it a remote position or hybrid position? Are any supplies provided or do you offer a stipend to offset home office needs
1. Describe the office physical environment i.e., open floor plan/cubicle, noisy, florescent lighting or more quiet lower sensory stimulation spaces are available?
* Is the work environmentally accessible? (including break rooms/washrooms)
* Is there a gender-neutral washroom?
1. Is the position full or part time (also include hours if appropriate)?

4. Is it a permanent job or a temporary contract?5. Working Relationships* What is the working language, English, French or Bilingual
* Who will the successful candidate work with regularly, occasionally etc.

6. Is travel required for the position and if so, what percentage of time will be spent on travel? * Does the position come with a company vehicle or is the expectation that the applicant have a driver’s licence and use of a reliable vehicle where mileage will be reimbursed?

 | ***Work Location & Physical Environment:*** *Downtown, Kingston, Ontario, Canada accessible by public transit. Parking is provided at no charge. The building is a modern modular layout that is fully accessible including workspace, break areas and washrooms. Although you have a semi-private office with natural lighting, your location and role will lend itself to a significant amount of daily traffic.****Hybrid work arrangements:*** *can be negotiated, however, given a significant amount of work will require supporting in-office meetings and project team activities, a great proportion of in-office work hours is anticipated with the potential for a 70-in office/30-remote split.**Should you choose to conduct some work from a remote (home) office, access to reliable high-speed internet is required in order to manage tech related core responsibilities.** *Support: access to range of supportive tech platforms, tools and resources to complete your work.*

***Permanent Full Time Position:*** *Hours per week: (37.5-40) typically across Monday – Friday. Occasional weekend work may be required for special events/activities but it would be a rare occurrence.****Working Relationships:*** *You will work primarily with and report directly to the CEO and the Transition Project Coordinator. You will also interact regularly with the transition project team members and staff as you support their efforts i.e., issue communications to support the adoption of new and routine operational practices.*  |  |
| **POSTING CONTENT** | **SAMPLE** | **YOUR ROLE** |
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| 7. Salary range and benefits (if any). * If keeping salary and benefit information confidential has been a common practice in your organization, we suggest revisiting the rationale behind this practice.

The workforce today is looking for transparency, fair compensation and benefit information. Further, it will be important to establish salary expectations early in your screening process to avoid investing time with candidates who do not fit within your budget.* Consider telling applicants any perks of working for your organization such as:
* Benefits (including mental health supports)
* Personal days
* Vacation
* Remote work option
* Flexible start times
* Management styles
* Mentorship opportunities
* Access to gender-affirming funds
* Potential for further advancement within the organization
* A diverse and inclusive work environment
* Professional development opportunities & connection within local communities

Building amenities | *You will occasionally interact with the web manager, technology platform managers, suppliers, vendors and customers to promote an improved online presence and user experience.* ***Salary and Benefits:****Annual compensation $50,500* *or provide a range ($48,500-$56,500)* *Salary will be commensurate with the qualifications and experience of the applicant and will be discussed further at the time of interview and official offer.* *We offer competitive benefits including paid vacation and paid sick leave in accordance with employment standards. Non-compulsory flex health and dental care plans are available.* ***Additional Perks include:**** *Hybrid (in office/remote) working arrangements*
* *Flexible start times*
* *Accessible lunch/break room facilities to prepare & store food/beverages*
* *Workplace is situated in prime downtown shopping district with restaurants within walking distance for lunch/breaks*
* *Professional Development and Mentorship Opportunities*
* *Diverse and inclusive work environment*
 |  |
| **APPLICATION PROCESS** |  |  |
| Clearly state the application due date and post the job for a minimum 2 weeks or if possible up to 30 days.What do applicants need to submit to be considered a complete application?  | ***Application Information:******Due Date:*** *All applicant submissions must be* ***RECEIVED*** *by* ***4:30 pm EDT*** *on* ***September 30, 2023.*** ***Application Assignment:*** *Candidates selected for an interview will be asked to complete a related assignment. Applicants will be provided details about the assignment by October 6th when they are provided interview schedule options between October 23rd and October 30th.* |  |
| **POSTING CONTENT** | **SAMPLE** | **YOUR ROLE** |
| **JOB TITLE:** | **Admin/Tech Specialist** | **Enter Your Job/Role Title here** |
| **Indicate if an assignment** is part of the application & when details will be provided.  State when you will move into interview requests i.e. within [number] weeks after the application deadline. We thank all applicants for their interest; however only those selected for an interview will be contacted. If possible post for 30 daysExample: [Organization] is committed to work led by and for the community. We strive to ensure that members of equity-denied groups, from a broad range of communities, feel empowered to apply for positions within the organization. We encourage qualified applicants to consider work opportunities with [organization] because a diverse work force is critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in employment which have created barriers of race, colour, religion, sex, nationality origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals.   [Organization] welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. If you have questions or requests for accommodations, please email: [email]. | ***Application Process:*** *If you meet the requirements for success in this role as outlined in this posting, we invite you to apply in the way that is most convenient.* * *Electronically on the job posting portal*
* *By email to* *hr@xyz.com* *or*
* *In person or by mail to XYZ, 123 Main Street, Kingston, ON K7K 3Y7*

*All applications must be submitted in one file containing your résumé and cover letter. Ensure your name and the hiring campaign number (23-ATS-10 – First Name and Last Name) is on each page of the submission and is in the electronic title of the document.* *If submitting through email, the subject line for the email submissions should be as follows;****Subject Line: ATTENTION 23-ATS-10*** *- First Name-Last Name* ***Accommodation****If you require accommodation for the recruitment process, please contact our representative at the number provided below. They will work with you to determine how to best accommodate you.**We welcome all candidates to apply and hope you will choose to join the XYZ team where you are encouraged to come as you are.**We thank you for your application and advise that only those selected for an interview will be contacted.**The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.*  |  |
| **POSTING CONTENT** | **SAMPLE** | **YOUR ROLE** |
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| **CONTACT INFORMATION** |  |  |
| Include your email, physical address and website address (if you have one) so that applicants have more than one way to get in touch with you.**Note:** Provide contact information for applicants to ask questions or to request accommodations.  | *If you have any further questions that are not answered in this posting, please contact our XYZ representative at 613-XXX-XXXX, extension XXXX.* |  |
| **IDEA STATEMENT** |  |  |
| Include a commitment statement to Inclusion, diversity, equity and access. What it means to you or Why it is important?Encourage applications from persons of all diverse intersectional identities. **Note:** This [KPMG commitment to IDEA and recruitment](https://kpmg.com/ca/en/home/careers/inclusion-diversity-and-equity-in-recruitment.html) example includes some helpful thoughts for your IDEA & accommodations statement that is typically posted with the Application Process.(if your organization is situated in or serves a specific community, consider indicating the Indigenous name, peoples an and treaties- To learn more about the lands upon which you reside you can Google "land acknowledgment for your specific community" and you can discover the relevant treaties for your area at <https://www.rcaanc-cirnac.gc.ca/eng/1100100032297/1544716489360>).  | ***Company Values:****XYZ is grateful to be situated on the north shore of Lake Ontario, the area originally known as Katarokwi (City of Kingston). We acknowledge that these are the traditional lands of the Anishinaabe, Haudenosaunee Huron-Wendat Peoples, and the Five Nations/St. Lawrence Iroquois, and thank them for their care and stewardship of this shared land.**As an organization, we encourage our people, clients and communities to consider the land where they live, work and play and to actively engage in recognition to advance ways that we can move forward in meaningful reconciliation.* *XYZ is an equal opportunity employer that is committed to creating a respectful, inclusive, and barrier-free workplace where each individual can bring their whole self to work.**We know this takes intentional effort and we are committed to fostering, cultivating, and preserving a culture of diversity; equity and inclusion with a goal to have the diversity of our people reflect the diversity of the clients and communities that we serve.**We welcome all candidates to apply and hope you will choose to join the XYZ team where you are encouraged to come as you are.**Learn more about us at: XYZ.com* |  |
| **BEFORE YOU POST** |
| Check your posting for accessibility. * The colour blue and white are considered good colours to use
* The Arial and Calibri font types work well
* Where possible keep sentences short and use bullet points.
* These are a good start. Also, you can use an accessibility consultant or tool such as [Microsoft](https://support.microsoft.com/en-us/office/make-your-content-accessible-to-everyone-ecab0fcf-d143-4fe8-a2ff-6cd596bddc6d) to check documents before posting. If you are posting in a PDF format you will want to recheck before posting.
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| **WHERE TO POST**  |
| There are a number of resources available online and through your local employment service providers that will assist you with recruitment and job posting. There are several options to gain visibility for your posting, from local newspapers to community or online job boards and a host of social media platforms.Be sure to reach out to the equity-deserving organizations you explored during STEP 2. **Posting your ad to one of over 45 online job boards displayed on** [WDB’s Local Jobs Hub](https://www.wdb.ca/jobs-hub-faq/#sites-aggregated) **provides a great start.** Google: “Employment Canada services near me” to get a list of resources in your community/province.  The Job Bank: [www.Jobbank.gc.ca](https://www.jobbank.gc.ca/) offers some helpful resources and planning tools for employers and is a good place to post jobs.Share the posting on accessible platforms and diversified job posting platforms. For example, you could disseminate your job posting on [https://jobsability.ca/,](https://jobsability.ca/%2C) <https://queertech.getro.com/jobs>, <https://www.bipocjobs.ca/>, [francophonejobs.ca](https://www.careermine.com/jobs/canada/french/)or <https://aboriginaljobboard.ca> |