OFFICE FOR INCLUSION AND CIVIL RIGHTS

Qualifications in Job Postings

A job posting must accurately define the role to produce a realistic preview of the position. It should clearly answer two fundamental questions:

- **What does the person in this role do?**
- **What skills/competencies related to qualifications does the person need to be successful in the role?**

Qualifications

Only posted qualifications can be used in applicant evaluation

RELEVANT

Related to the responsibilities and necessary

- Is the qualification needed to competently perform the position?
- Do the qualifications correspond to the responsibilities of the position?
- Are any of the qualifications inflated?
- Do the qualifications potentially screen out certain groups of applicants?

OBJECTIVE

Clear and specific

- Are the qualifications clear without ambiguous or flowery terms?
- Are there extra words that make the qualifications sound good but obscure the meaning?
- Is the qualification too broad or vague?
- Will applicants understand?

DEMONSTRABLE

Tangible and realisitic

- Is the qualification able to be demonstrated by the applicant?
- How is the committee or hiring manager going to evaluate if the applicant meets or does not meet the qualification?
- How will the qualification be measured in an objective and unbiased way?

NON-COMPARATIVE

Unbiased and non-discriminatory

- Compare the applicant against each qualification, not other applicants.
- Do not include language with the potential to invite bias or consideration of a protected class characteristic such as:

  seasoned, recent graduate, native speaker, mature, energetic, enthusiastic, confident, polished, poised

MINIMUM

General, Required, Special

- Required and essential skills, knowledge, experience and/or education
- Must meet all to be considered *Qualified*

PREFERRED

- Additional skills, knowledge, experience, education and/or credentials
- Distinguishes between and prioritizes *Qualified* applicants

Additional information relative to compliance in the search and hire process is included on the OICR website.

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