

11:11



Inclusive Job Description Review Checklist

COMPANY OVERVIEW

- Do we have an introduction to the company, our mission, and who we are as a workplace?*
- Do we outline the value of our culture and how you focus on creating an inclusive work culture?*

ROLE OVERVIEW

- Are we using gender-neutral descriptors?*
- Are we outlining the value of the person in the role vs only the outcomes?*
- Is it 5 sentences max to ensure easy readability?*

JOB QUALIFICATION OVERVIEW

- Did you review the number of qualifications needed for the job and remove items that don't impact the outcomes of the role or success in the position?*
- Did you remove or amend your education qualification?*
- Did you review the software or skills to align to what is learnable vs. what needs to be a skill qualification?*

COMPANY PERKS

- Are we highlighting perks and benefits within the company?*
- Are we sharing and being transparent on the salary?*
- Are we sharing the various hybrid ways of working?*
- Are we sharing about growth and career advancement opportunities?*

APPLICATION PROCESS

- Ensure accessibility is a part of your job description*
- Outline the various ways you have provided for candidates to apply and have tools to do the interview should they require it*
- Timeline and deadline of application for those who apply*



The Eleven Eleven Difference

DIVERSITY, INCLUSION AND EQUITY

DI&E is an initiative close to our hearts and one we have entrenched our own hiring processes in. Our commitment here is that you can be rest assured we adhere and uphold equal opportunity employment standards to drive and impact your business.

MARKETING INTELLIGENCE

We know the market. We pride ourselves on our research and tracking of data and metrics to maintain a strong understanding of the current market place and what it will take to land talent.

EMOTIONAL INTELLIGENCE

We are the only agency who's trained behavioural interviewing style screens for emotion fit, resilience, emotional intelligence and preserving your culture. This is our edge.

GLOBAL TEAM

We have a robust team of senior level and executive recruiters placed across North America, Europe and Australia expanding our deep global networks of top caliber talent.

RESULTS

Our high quality, expertly vetted candidates consistently produce bottom line results for our clients. Having spent the majority of our careers as internal recruiters, we understand the top priorities of the business and have built our firm on the pain points we experienced working with external agencies. Think of us as your internal, externals.

Interested in hearing how the Eleven Eleven Difference can catalyze your career or organization?

**Get in touch at:
hello@elevenelevantalent.com**
