

# Employer and Worker Services

## University of Kentucky's Human Development Institute (HDI)

### RETAIN Kentucky

#### Inclusive Job Descriptions

*Employers recruit and retain workers starting with the job posting and job description. Having a job description that is inclusive improves recruitment of workers and uses plain language or that which is easily understood by your pool of candidates, being sensitive to the cognitive processing of potential applicants, avoiding gendered language, industry jargon, acronyms, and literacy exclusion. Inclusive job descriptions are comprehensive in their approach and incorporate physical (lift, push, pull, walk, stand), psychosocial (engagement, work-life balance, workload management), and cognitive (adaptation, communication, organization, and planning) demands of a job. As such, they can be used as a tool for employers to recruit, onboard, and retain valued workers. Inclusive job descriptions speak to diverse applicants while being specific about the skillsets required. Leading with sensitive, thoughtful, and inclusive language shows candidates you're an inclusive workplace that considers all applicants regardless of gender, background, disability, or status.*

*Inclusive job descriptions incorporate environmental considerations in the workplace impacting individuals like noise, lighting, extreme temperatures, dust, and fumes. Environmental conditions are necessary for identifying if an individual can perform the essential functions of a job and allows an employee the opportunity to make an informed decision about accepting a position or returning to work following an illness or injury.*

*An inclusive functional job description takes into consideration all areas an individual and their employer should consider during recruitment, onboarding, promotion, and retention.*

*RETAIN Kentucky's Senior Job Analyst is Michele Laur, M.S., CSP. Michele is available for consultation to assist in your inclusive job description needs.*

*For more information, contact Kimberly Wickert at [Kimberly.wickert@uky.edu](mailto:Kimberly.wickert@uky.edu), (859) 359-6726.*