

Job Specs: Best Practice Cheat Sheet

It's important to consider what it is you are actually looking for when writing your job spec, rather than generic and cliched requirements. Don't just 'copy and paste' past descriptions – think consciously about what the role will entail, what skills rather than experience you are looking for.

How to create neuro-inclusive job specs:

- Be clear and concise** in your language, **avoiding jargon**.
- Keep the format **clear and simple**.
- Keep the **description short**.
- Be intentional** in your job descriptions - focus on the key and essential requirements.
- Avoid generic and cliched requirements** such as 'confident communicator' if these skills aren't essential for the role.
- Be clear about **what the job, and working environment, will entail**.
- Avoid ambiguous terms** like 'fast-paced environment' without defining what this means and if, and how, it can be adapted to suit the individual.
- Where possible, **indicate the number of steps** involved in the hiring process.
- Clearly denote** 'must-have' and 'nice-to-have' skills and experience.
- Remove reference to poorly defined 'culture fit'**, such as a need to be 'outgoing'.
- Try, where possible, not to be **too prescriptive** in essential experience. There are many reasons neurodivergent individuals have not had previous access to opportunity.
- State if the role is **open to flexible working or adjusted hours**, and state that you are **open to discussing workplace adjustments**.