



Inclusive Job Description Template

Design for Capability. Not Perfection.
Created by Vanessa Gentile, Founder of Bring Women Back to Work

1. Role Purpose (Why This Role Exists)

Describe the impact of the role in 2–3 sentences.
Focus on why the role matters—not just what it does.

Prompt:
What changes because this role exists?

Write here:
.....
.....
.....

2. Success Outcomes (What Success Looks Like)

(Define 3–5 outcomes for the first 6–12 months)

Focus on results, not activities.

- Example prompts:**
- What should this person have achieved after 6 months?

- What measurable impact will they create?

Write here:

1.
 2.
 3.
 4.
 5.
-

3. Core Capabilities (What Is Truly Required)

(Maximum 4–5 only)

Be strict. If it's not essential, remove it.

Focus on:

- skills
- behaviors
- capabilities

Write here:

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4. Nice-to-Have (Optional, Not Required)

Separate clearly from must-haves.

This reduces self-doubt and increases applications.

Write here:

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5. Transferable Skills Welcome

Explicitly invite non-linear career paths.

Include language like:

We value diverse career paths. Experience from caregiving, volunteering, entrepreneurship, or career transitions is recognized as relevant and encouraged.

6. Flexibility Statement (Make It Explicit)

If it's not written, it doesn't exist.

Define clearly:

- Hybrid / remote options
- Core working hours
- Part-time or job-sharing possibilities

Write your version:

.....
.....

7. Growth & Learning Opportunity

Show what the person will gain—not just what they give.

Examples:

- certifications
- exposure to leadership
- skill development

Write here:

.....
.....

8. Application Message (Reduce Barriers)

Speak directly to the candidate.

Recommended wording:

If you feel excited about this role but don't meet every requirement, we still encourage you to apply. We are interested in your potential, not just your past.



Quick Self-Check Before Publishing

Before you post the role, ask:

- Is this focused on **outcomes instead of tasks**?
- Are “must-haves” truly essential?
- Would someone with a **non-linear career feel invited**?
- Is flexibility clearly visible?
- Does this reflect how the job is **actually done today**?