

# Job Advert BUILDER

Below are the elements you need to include in an inclusive job advert to attract and engage a wider range of candidates.

No	ELEMENT	<input checked="" type="checkbox"/>
	<b>The practicalities</b>	<input type="checkbox"/>
1	Salary	<input type="checkbox"/>
2	Hours expected to be worked	<input type="checkbox"/>
3	Location (or remote)	<input type="checkbox"/>
4	Nature of contract (full-time, temporary, etc.)	<input type="checkbox"/>
	<b>The organisation</b>	<input type="checkbox"/>
5	Expression of diversity and inclusion intent	<input type="checkbox"/>
6	Summary of the values and culture of the organisation	<input type="checkbox"/>
7	Benefits (these should be genuine benefits, above statutory requirements - for example, 28 days' annual leave is not a benefit as it is a statutory requirement)	<input type="checkbox"/>
	<b>The role</b>	<input type="checkbox"/>
8	Brief summary of the purpose of the role	<input type="checkbox"/>
9	Job description	<input type="checkbox"/>
10	Person specification - keep it to what's <b>really</b> necessary and make it practical	<input type="checkbox"/>
	<b>Next steps</b>	<input type="checkbox"/>
11	How the recruitment process will work, the steps involved and likely timelines	<input type="checkbox"/>
12	Details of who to contact to ask for any adjustments or any questions (encourage people to ask questions and discuss the role with you in advance)	<input type="checkbox"/>

For further inclusive recruitment support, email  
[hello@watchthisspace.uk](mailto:hello@watchthisspace.uk)