



Job description guidelines for employers

a quick-reference resource

Job descriptions

Removing the barriers

The recruitment process can often act as a barrier for neurodivergent individuals accessing employment.

One key aspect of this is the job description.

The job description is where you start marketing your business and job roles to your future employees. Importantly, this is where you can first showcase inclusive practice and attract neurodivergent talent.

Formatting

do

Use a dyslexia friendly font such as Arial or Calibri

Increase font size to 12 and above

Increase line spacing to 1.5

Remove any italics or underlining

Use 'bold' for emphasis

Keep your headings and structure consistent throughout

Clearly define any acronyms, initialisms and jargon

Make use of bullet points to break up large bodies of text

Keep job description short and concise

Job title

- Be specific and concise
- Avoid using acronyms, initialisms, or idiosyncratic terms
- Highlight experience level where appropriate (e.g., junior, senior, executive level)

Job summary

- Keep it clear and concise
- Include key information regarding salary banding, working hours and environment
- Share flexible working practices that are available - many neurodivergent individuals will benefit from flexible working practices, so it is a great way to attract neurodivergent talent
- It is important to note that flexible working practices can come in many different forms (e.g., work from home, hybrid working, adjusted work hours, flexi-time or compressed hours)

Responsibilities and duties

- Outline the core responsibilities of the role
- Clearly distinguish what the day-to-day responsibilities are against more variable or ad-hoc responsibilities
- Highlight any key interactions required with supporting teams/people and their purpose
- Specify how the role fits into the wider team and organisation (e.g., clarify the reporting line)
- Providing a visual organisational chart can help candidates to understand how the roles fits in within the team/wider organisation

Qualifications and skills

- Separate this section into 'essential' and 'desirable' criteria - many neurodivergent individuals are likely to interpret language literally and have lower confidence in their skillset so are less likely to apply for a job if they feel they do not fulfil all the criteria set out as required for the role
- Balance the requirements of technical and behavioural criteria – avoid relying too heavily on the behavioural aspects (e.g., strong communication skills) which may inadvertently challenge your neurodivergent candidates
- Improve the clarity of this section by providing examples specific to the role and frame criteria in a way that can be quantified more easily for the candidate (e.g., years of experience, key technical tasks)
- Include a clarifying statement encouraging candidates to apply even if they do not directly match all the criteria. This makes it less likely for neurodivergent candidates to deselect themselves from applying for not meeting all elements of the listed criteria

Language

Removing ambiguity

- Clear, direct, and literal language is universally supportive in all aspects of communication
- Ambiguous language can be difficult for neurodivergent individuals to process and interpret, opening room for error within this
- Non-concrete language increases ambiguity and uncertainty for the candidate and both things can have a bigger impact on neurodivergent individuals. By using concrete descriptors throughout the job specification, you are providing clear expectations of the role and reducing ambiguity
- Neutral descriptors are important to attract and retain diverse candidates, including but not limited to neurodiversity

do

don't

Knowledge of and X years' experience using X in [Y] context	Deep knowledge of X software
This role will be based in Edinburgh , with occasional travel to other locations including London	This role is likely to be based in Edinburgh
Provide proficient service to hit your monthly targets	Provide best-in-class service to aggressively hit set targets
Working with the Business Development Manager to deliver projects on time	Working with the BDM to deliver projects on time
The salary range for this role is between £X and £Y per annum, pro-rata	Salary to be confirmed dependent on experience

Equity statement

An Equity statement declares an organisations commitment to equity, diversity and inclusion. Including an equity statement is important because it highlights your values and demonstrates your pledge to be an inclusive and equitable workplace.



We are committed to equity of opportunity in all areas of our business.

As such, you will be treated in a fair and equitable manner, in accordance with the law, regardless of your gender, marital status, race, religion, age, disability, or sexual orientation.

We embrace and encourage applications from those with neurodivergent conditions and diverse backgrounds. Please let us know if you require any reasonable adjustments or accommodations as part of the recruitment or interview process.

If you would like to discuss your application further before applying, please let us know by contacting X via email (Y) or phone (Z).

Reasonable accommodations

A statement regarding reasonable adjustments is good practice as it gives the candidate the opportunity to seek and receive support through the entire recruitment process.

This also showcases your awareness and neuroinclusivity which will be encouraging for neurodivergent candidates to see.

Providing a list of support options available can also help to give the candidates an idea of what they may be entitled to and highlights a proactive approach to support candidates from the very beginning – remember that some neurodivergent individuals may not have had support like this before and will need some guidance.

Potential accommodations

Please note that the following list provides various accommodations that may support someone during the recruitment process. This is not an exhaustive list and will be dependent on the needs and preferences of each individual.



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