TAFEP
Tripartite Alliance for Fair & Progressive Employment Practices

FAIR HIRING 101

A Guide to Job Advertisements: Establishing Objective Job Requirements

Fair Hiring 101 is an infographic series to support your organisation in the journey towards building fair and merit-based workplaces.

What Makes a Job Ad Discriminatory?

Example:	
You have the role of a...	Warehouse Packer
The role requires...	Performing physically demanding manual tasks in a noisy work environment
But you assume...	Only young men are physically strong enough to carry out the tasks
Therefore the ad becomes...	**LOOKING FOR WAREHOUSE PACKER** *Men below 30 years old needed*

DISCRIMINATORY

This job advertisement states a preference for age and gender as a selection criteria.

How to Write a Fair Job Ad?

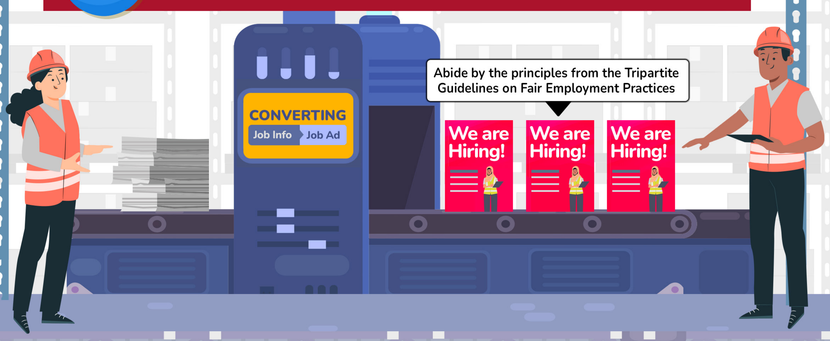
A fair job ad must ensure requirements used are based on merit and should **COVER** the following.

- Qualifications
- Skills
- Knowledge
- Experience

Before writing the job ad, objectively **COLLECT** information about what the job requires.

- Understand the job requirements and deliverables from supervisors.
- Find out from current job holders what challenges they need to overcome in their positions.
- Determine performance standards, frequency, and competency for each role or task.

Upon collection, **CONVERT** the information into the job requirements in the job ad.



The above job ad should therefore state...

LOOKING FOR WAREHOUSE PACKER

Applicants must be able to lift and carry heavy objects (above 10kg) and work in a noisy environment.

Stating objective criteria will prevent the advertisement from being perceived as discriminatory.

Gather and evaluate the necessary criteria required for the job before crafting the job advertisement to ensure that it is non-discriminatory.