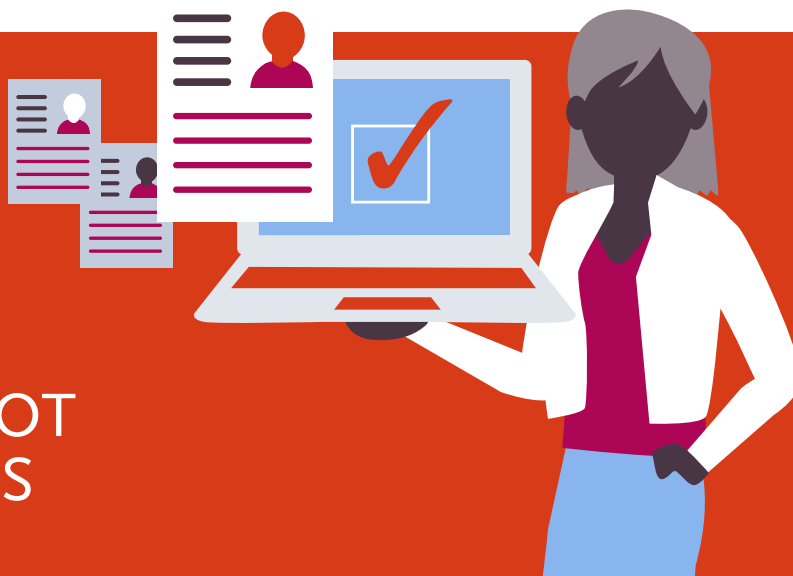


JOB POSTING CHECKLIST

Institute for
Human Rights

MAKE SURE THAT YOU DO NOT
EXCLUDE GOOD CANDIDATES



NO

The following descriptions are normally NOT permitted in job advertisements:

REFERENCES TO AGE (GROUPS):

- between X and X years old
- at least X years old / up to X years old
- young / old
- student
- part-time job in addition to your education/ studies
- first job / first step of your career
- recent graduate
- beginning / future
- up to X years of work experience
- between X and X years of work experience
- you are a junior (candidate) / senior (candidate)
- young people feel at home in our work atmosphere
- fits in with a team of 20- to 40-year-olds

REFERENCES TO SEX:

- enthusiastic young man / woman
- male / female personnel
- then you are the man we're looking for / real men
- admin girl / sales lady

REFERENCES TO NATIONALITY/ORIGIN:

- Dutch nationality
- looking for Moroccans
- flawless command of the Dutch language



Basically any other references (without legal basis) to religion, philosophy of life, political conviction, sexual orientation, marital status, disability or chronic disease.

YES

The following ARE permitted in job advertisements:

RELEVANT REQUIREMENTS FOR THE CANDIDATE:

- minimum of X years of work experience
- has a driver's license / driving experience
- can work flexible hours
- has a specific network
- next step in your career
- ambitious
- authoritative
- extensive life experience
- affinity with young / older target group
- good command of the Dutch language
- knowledge of Arabic / French / Scandinavian etc. cultures

RELEVANT CHARACTERISTICS OF THE POSITION:

- flexible hours
- evening shifts / weekend shifts
- junior position / senior position
- part-time full-time position
- physically demanding work

RELEVANT CHARACTERISTICS OF THE ORGANISATION:

- young, fast-growing company
- dynamic team
- informal atmosphere
- we offer education in addition to your work
- opportunities for advancement

GOLDEN TIP:

Only ask about characteristics, skills and knowledge that are relevant for the position. Select for competencies, not for personality types.

DIRECT OR INDIRECT DISCRIMINATION

Certain requirements in a job listing can have the effect of "direct discrimination". They immediately exclude a group of people. If you're looking for someone "young", you exclude older people, which is not allowed under the law. There are also words that "indirectly" refer to age. Asking for someone looking for their first job, for example, or a student. Because chances are that you will exclude older applicants this way, it's better to avoid these types of terms as well. If it turns that they are discriminatory, they are prohibited as well.



EXCEPTIONS

There are legal exceptions where discrimination is permitted. For example, certain jobs have a minimum age requirement in accordance with working conditions legislation, like having to be at least 18 to serve alcohol. In those cases there is an **objective justification**. If this type of discrimination is necessary for a position, the job listing must specifically state why this requirement is included.



AFFIRMATIVE ACTION

Employers are allowed to use **affirmative action** in their recruitment and selection in favour of women, candidates from other countries and people with a disability or chronic disease. The purpose of affirmative action is to eliminate or reduce factual disadvantages experienced by these groups. This is subject to strict requirements, however, including the obligation to disclose the affirmative action policy when the job is announced and to affirm that anyone can apply to the job.



JOB POSTING CHECKLIST

A job posting is one of the first impressions your future employees will get of you as an employer. You're looking for the best candidate, but how do you make sure you don't inadvertently include requirements that exclude good candidates – or that might even be against the law? The Institute for Human Rights has created this job posting checklist to help you on your way.

Age discrimination, in particular, happens a lot in job postings.

In 2019, there were 70,000 to 100,000 online job postings that were probably guilty of age discrimination. With serious consequences, because age requirements in vacancies discourage older people from applying.

Other groups may be negatively affected as well by requirements that inadvertently exclude them and, what is more, are against the law. Examples are job postings that ask for only female or only male applicants without a legal reason, or that ask for people who speak Dutch without an accent without this being relevant for the job. In those cases there may be discrimination.

CONTACT

Do you have questions about your job posting? Or about your human resources policy? Contact the Institute at (030) 888 38 88 or info@mensenrechten.nl

TRAINING

In addition to assessments of the legal basis of vacancies and policies, we also offer training sessions on selection without bias. You can find more tips on mensenrechten.nl/voorlichting/training