



# CREATE INCLUSIVE TITLES & DESCRIPTIONS

## ACTIONS: TITLES BASICS NEXT STEPS

Steps to adopt title best practices within your organizations.

### TITLE EVALUATION

- Select titles for update over time (prioritization, department-level roadmap, etc.)
- Review titles to ensure they are clear, compelling, consistent, accurate, inclusive (use session checklist).
- Investigate common titles and terminology for targeted roles.
- Identify alternative titles (rank, industry terminology, etc.).

### OTHER ACTIONS

- Introduce title training for recruiting team.
- Update hiring process/technology to support A/B testing of titles.