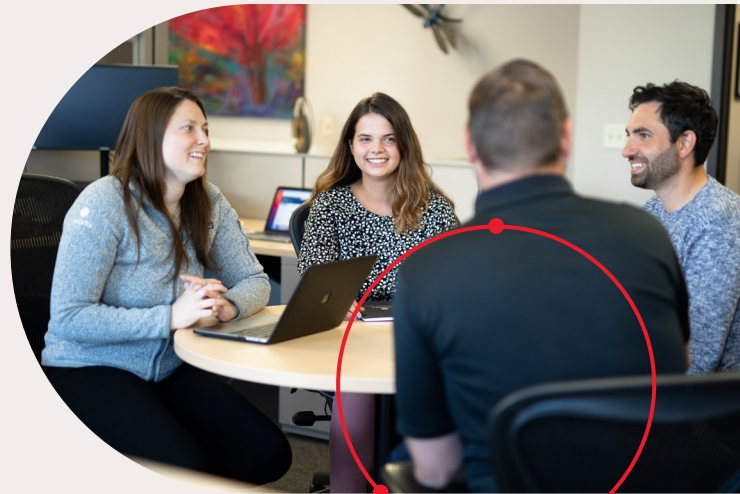


# quick & easy Recruiting Tips

Quick recruiting tips to help you attract quality candidates right now.



## Use Inclusive Language

- Avoid jargon and “insider” speak.
- Highlight “inclusive benefits”.
- Create language that is neutral to gender, politics, race, and religion.
- Narrow down to five or less “must-have” requirements.
- Emphasize diversity, equity or inclusion initiatives if you have them.



## Sell The Job

- Be excited about your open job and your company. People buy into ideas, opportunities, and inspiration.
- Share why it’s great to work for your organization.
- Showcase your culture and uniques.
- Read your job description out loud and ask yourself if it sounds intriguing.
- Include job location expectations (e.g. onsite, remote, hybrid).



## Leverage Your Network

- Ask for referrals and sell your referral program if you have one.
- Post open roles to multiple platforms.
- Turn on the LinkedIn “We’re Hiring” button.
- Share job postings to your network.
- Ask people to share your open roles.

**Want to dive deeper on these topics?**

Find additional ideas to support your recruiting efforts.

[www.celarity.com/recruitingtips](http://www.celarity.com/recruitingtips)