

DEI Language Audit of Job Descriptions

HR & WorkTech

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Audits your job descriptions for biased, exclusive or legally problematic language, flags each instance with a neutral replacement, scores inclusivity and rewrites the JD. Use it to de-bias existing JDs. For a single ad rewrite, use the Inclusive Job Ad Rewriter.

Purpose of this tool & output

Upload your JDs and we flag biased language with neutral alternatives

How the output is used

Use it to flag biased language in your job descriptions with neutral alternatives, before you post them.

Who should vet it

A DEI or hiring lead, to confirm the flagged language and alternatives fit your context before you publish.

Companion documents

- Inclusive Job Ad Rewriter
- Pay-Equity Analysis
- DEI Policy Generator
- Diversity Metrics Dashboard Designer
- Bias-Free Interview Guide

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.