

Writing a Gender-Neutral Job Description

Imagine you are a consultant for WindCo Energy, which hopes to attract more female applicants, and Green Valley School District, which hopes to attract more male applicants. Consider how the job descriptions below might be more likely to attract men or women applicants through their use of agentic and communal language. Circle gendered words or phrases and revise them so they are more gender neutral.

Director of Finance, WindCo Energy

The Director is a senior position in the finance department, which is responsible for executing the company's capital strategy, corporate development, financial, and treasury activities. The person will lead, negotiate and close financing and M&A transactions as well as supervise and manage analytical and commercial work of junior team members.

Responsibilities

- Lead and negotiate M&A transactions for renewable energy projects, including gathering market intelligence, selecting financing sources, structuring the transaction, preparing pro forma economics and negotiating documentation. Lead the identification and analysis of issues throughout the transaction that may impact operational, financial and legal and tax viability of a deal. Lead the internal team throughout the transaction life-cycle.
- Network with outside financing parties, advisors and technical experts through the deal cycle and across multiple transactions.

Education and Experience Requirements

- Bachelor's degree in relevant field; MBA strongly preferred.
- Ability to work in a results-oriented, project-driven, real-time team environment. Willingness to mount a full-court press during tight time constraints, working outside the 9-5 schedule when necessary.
- Strong commercial skills required, including willingness to go to bat to maximize value to the company while ensuring appropriate risk exposure.
- Proven leadership. Highly motivated team player driven to achieve excellence. Killer instinct in negotiations.

Kindergarten Teacher, Green Valley School District

If you are a motivated teacher, we invite you to join a team of professional educators that have a daily impact on the lives of their students and the Green Valley community. Our teachers instill in students a love for learning and serve as models, guides, and mentors to nurture students so they reach their full potential.

What We Offer Teachers

We provide extensive professional development and training for teachers, innovative curricula, ongoing mentoring and advancement opportunities. Our teachers are also given abundant opportunities to work together in Professional Learning Communities within and across schools in the District. In addition to professional development and training, we offer a comprehensive compensation package that includes: salaries determined by experience, education level, and credentials; full medical, dental, and vision benefits that can be extended to an unlimited number of dependants; and retirement benefits through the CALSTRS Retirement System.

Who We're Looking For

Candidates must have a Bachelor's degree, must be eligible for employment in the US and pass a criminal background check. Candidates must possess, or be eligible to receive, a California teaching credential authorizing instruction in core curriculum.

Writing an Agentic Employee Evaluation

Imagine you are a senior manager at a consulting firm and have been tasked with writing evaluations of your employees. Because you are aware of the research on gender bias in employee evaluations, you decide to revise the evaluations for one of your female employees. Revise your first draft below to make it more agentic.

Employee Name: Jennifer Wallace

Tenure: 4 years

Role: Primary Team Leader

Overview Of Employee's Performance and Aspirations

Jennifer is a model employee. Her goal this year has been to help banking and insurance institutions improve their efficiency and strategy. She has accomplished this - she's played a critical role in several high visibility initiatives this fiscal year. She is an inspiring collaborator to her team and her ability to counsel clients is unparalleled.

Specific Accomplishments and Growth

After taking a leave of absence, Jennifer really hit the ground running. Jennifer managed a team that implemented a \$150 million strategy transformation program with a top US bank. Jennifer developed this opportunity through her relationships with C-suite executives at the bank.

Through her relationship with an executive at a financial management firm, Jennifer supported the development of a \$75 million program there.

Specific Feedback for Improvement

While Jennifer secured opportunities at several clients this year, senior partners say she has not put in enough face time. In the upcoming year, Jennifer must make sure she has more visibility with our senior leaders. Additionally, Jennifer should continue to be a caring collaborator to her teammates.