

## **Employment Ads**

### Overcoming Discriminatory Terms

The following table provides examples of discriminatory phrases commonly used in employment advertising and gives acceptable alternatives. Remember to keep terms gender neutral.

#### **DISCRIMINATORY**

Junior Bookkeeper  
 Recent High School Grad  
 Waiter, Waitress  
 Steward, Stewardess  
 Draftsman  
 Salesman  
 Gal Friday  
 Attractive, Pretty, Handsome  
 Outstanding career opportunity  
 Permanent full-time position  
 Temporary to permanent  
 Barmaid  
 Junior Secretary  
 Youthful  
 Housewife, Mother  
 Recent College Graduate  
 Cleaning Woman, Chambermaid  
 Bellboy  
 Counter Boy, Counter Girl  
 Phone Girls  
  
 Foreman  
 Doorman  
 Auto Partsman  
 Maintenance Man  
 Maximum 2-5 years experience  
 Leadman  
 Watchman  
 Maid  
 Age 40-50, Age over 50  
 Cameraman  
  
 Tailor, Seamstress  
 Masseur, Masseuse  
 Man, Woman, Boy, Girl  
 Male, Female, Gal, Gentleman  
 Fresh high school graduate A

#### **PERMISSIBLE**

Bookkeeper, 2 or more years' experience  
 High School Grad- No Experience  
 Wait Staff /Server  
 Flight Attendant  
 Drafter, Drafting, Draftsperson  
 Salesperson  
 Office Clerk  
 Business attire  
 Outstanding opportunity  
 Full-time position  
 Temporary to full-time, Temporary to hire  
 Bar Help  
 Administrative Assistant-Light Experience  
 Motivated Beginner  
 Part Time-School Hours, 10 a.m.-2 p.m.  
 College Grad-No Experience, College Grad-Trainee  
 Housekeeper, Housekeeping, Household-Day Worker  
 Bellhop, Bell Desk  
 Counter Help, Counter Sales, Counter Work  
 Phone Representatives, Telephone Sales, Telemarketing Representative,  
 Phone Customer, Service Rep  
 Foreperson  
 Door Attendant  
 Auto Parts Attendant, Auto Parts Clerk  
 Maintenance Mechanic, Maintenance Work  
 Minimum 2 or more years experience  
 Lead, Shift Leader  
 Guard, Security Guard, Security Attendant, Night Watch  
 Domestic Help, Housekeeper  
 Not under 18, Not under 21  
 Photographer, Videographer, Camera Operator  
  
 Tailor/Seamstress\*  
 Massage Therapist  
 Applicant, Candidate  
 Individual, Person  
 High School Grad-No Experience