JOB DESCRIPTION RISK SWEEP · HUMAN-REVIEWED

Fictional Staffing Co.

Five postings, reviewed · Prepared for review with employment counsel

REPORT	POSTINGS	REVIEWER
Sample report	5 fictional postings	Don Caldwell

This sample shows the format of a paid Risk Sweep. The company and all five postings are fictional.
Not legal advice. Astralis Ethics AI Inc. is not a law firm.

SUMMARY MEMO · FOR REVIEW WITH EMPLOYMENT COUNSEL

What to fix first

To: HR lead at Fictional Staffing Co. Five postings reviewed against Title VII, the ADEA, the ADA and the federal Uniform Guidelines. Each finding below is a potential risk indicator, not a legal conclusion.

5	10	22	7
Postings reviewed	Indicators the scan flagged	Requirements decided by a person	Template-level fixes

1

Priority 1 · Fix before the next posting goes live

- Remove age-coded wording in four postings (Warehouse, Client Services, Payroll, Nurse).
- Replace native-speaker and first-language requirements with the English level the work needs (Warehouse, Client Services, Payroll).
- Remove the driver's license requirement from the Warehouse Associate posting and the 10-year maximum from the Driver posting.

2

Priority 2 · Add to every posting through the template

- Accommodation line (missing in all five) and EEO statement (missing in four).
- Essential-functions wording for physical requirements, and minimums instead of experience maximums.

3

Priority 3 · Decide with employment counsel

- Credit check for the Payroll Specialist: job-related reason documented; confirm state and local limits for each hiring location.
- Fair-chance rules for background checks in each city you hire in.

Kept as tied to the work, with reasoning: RN license and compact license, CDL, DOT drug and alcohol testing, the 21+ minimum for interstate drivers, 12-hour nursing shifts, and lifting where it is part of the job.

ACROSS ALL FIVE POSTINGS

Consistency issues

Problems a one-posting scan can't see: the same requirement worded differently, or present in some postings and missing in others.

Issue	Postings	What we recommend
Age-coded culture wording	Warehouse, Client Services, Payroll, Nurse	Four postings describe the people (“young, energetic”, “digital native”) instead of the pace and the work. Same fix everywhere: describe the team's work.
Language requirement worded three ways	Warehouse, Client Services, Payroll	“Native English speaker”, “English as a first language”, and none for similar roles. One standard line stating the level of English the work needs.
Physical requirements without job context	Warehouse, Client Services, Nurse, Driver	Lifting appears in four postings; none says which task requires it, and one (Client Services) overstates it. Use the essential-functions block.
Accommodation statement	None of 5	No posting says accommodations are available. Add the standard line to the template.
EEO statement	Driver only	One of five postings has an equal opportunity statement. Add it to the template so every posting carries it.
Experience ranges with a maximum	Warehouse, Client Services, Payroll, Driver	Four postings cap experience (“0–3 years”, “5–8 years”, “no more than 10 years”). Use minimums unless a maximum is documented as job-related.
Screening timing	Warehouse, Payroll, Nurse, Driver	Checks are listed with no timing. State “after a conditional offer, as permitted by law” the same way in every posting.

TEMPLATE-LEVEL FIXES

Fix it once, in the template

Paste these into the posting template so every future posting starts right. Bracketed parts are filled in per role.

Equal opportunity statement

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status or any other protected characteristic.

Accommodation line

If you need a reasonable accommodation to apply or interview, contact [email or phone]. Reasonable accommodations available.

Essential-functions block

Essential functions include [task], which requires [lifting up to __ lbs / standing for __ hours] [how often]. Reasonable accommodations available.

Language level

Communicates clearly in English, [written and spoken], with [clients / teammates] by [phone, email, in person].

Experience

[N]+ years of [specific experience]. Use a maximum only when it is documented as job-related.

Team and culture

Describe the work and the pace (“a fast-paced fulfillment team that ships 2,000 orders a day”), never the people.

Screening

[Background / credit / drug] check after a conditional offer, as permitted by law in your location.

POSTING 1 OF 5 · MCKINNEY, TX

Warehouse Associate

AUTOMATED SCAN · RISK INDEX 77 /100

Age — Age-coded language (High): “young”
National origin — Native-speaker requirement (High): “native English speaker”
Disability — Physical requirement wording (Medium): “must be able to lift”

Listed for human judgment: driving or transportation, diploma or degree, experience range, background or credit check, drug testing, shift length or standing time.
Missing: equal employment opportunity statement, accommodation statement.

REVIEWER NOTE · HUMAN REVIEW

On-site order picking and packing. Associates never drive company vehicles, so the driver's license line screens people out without changing the work. Lifting and long shifts are real parts of the job and stay, stated as duties with an accommodation line. The client trains new hires, so no experience maximum.

Requirements decided by a person

Requirement	Decision	Reasoning
Valid driver's license	Remove	Not a duty of the role; it can exclude qualified applicants for no work reason.
Reliable transportation	Revise	What matters is arriving on time: “Able to arrive on time for scheduled shifts.”
High school diploma	Keep	Used for forklift-certification eligibility. Add “or equivalent” so a GED qualifies.
0–3 years of experience	Revise	No reason for a maximum; the client trains on all equipment. “No experience required.”
Drug test, background check	Keep	Policy for equipment operation. Add “as permitted by law”; confirm local fair-chance rules with counsel.
10-hour shifts on your feet	Keep	Matches the real schedule and work. Pair with the accommodation statement.

BEFORE

Warehouse Associate, McKinney, TX. Join our young, energetic team! Recent high school graduates welcome. Pay: $17/hr. Requirements: high school diploma; 0–3 years of experience; native English speaker; must be able to lift 50 lbs; valid driver's license and reliable transportation; must pass a drug test and background check; 10-hour shifts standing on your feet.

AFTER · SUGGESTED REWRITE

Warehouse Associate, McKinney, TX. Join a fast-paced fulfillment team. Pay: $17/hr. No experience required; we train on all equipment. Requirements: high school diploma or equivalent; communicates clearly in English with supervisors and teammates; regularly lifts up to 50 lbs when picking and packing orders; able to arrive on time for scheduled 10-hour shifts, mostly on your feet. Pre-employment drug test and background check, as permitted by law. Reasonable accommodations available. Fictional Staffing Co. is an equal opportunity employer.

POSTING 2 OF 5 · DALLAS, TX

Client Services Coordinator

AUTOMATED SCAN · RISK INDEX 77 /100

Age — Age-coded language (High): “young”
National origin — Native-speaker requirement (High): “native English speaker”
Disability — Physical requirement wording (Medium): “must be able to lift”

Listed for human judgment: experience range.
Missing: equal employment opportunity statement, accommodation statement.

REVIEWER NOTE · HUMAN REVIEW

Office role, mostly phone and email with clients. The 50 lb lifting line was copied from a warehouse template: the client confirmed the heaviest regular task is moving supply boxes of about 20 lbs. The English requirement is real but should describe the level of English the work needs, not where someone learned it.

Requirements decided by a person

Requirement	Decision	Reasoning
0–3 years of experience	Revise	A minimum fits the role; a maximum doesn't. “1+ year of client-facing experience.”
Must be able to lift 50 lbs	Revise	Overstates the work. “Occasionally lifts up to 20 lbs (supply deliveries).”

BEFORE

Client Services Coordinator, Dallas, TX. Join our young, energetic team in Dallas! Ideal for a recent college graduate. Requirements: 0–3 years of experience; native English speaker; must be able to lift 50 lbs.

AFTER · SUGGESTED REWRITE

Client Services Coordinator, Dallas, TX. Join our client services team. Requirements: 1+ year of client-facing experience; communicates clearly in English, written and spoken, with clients by phone and email; occasionally lifts up to 20 lbs (supply deliveries). Reasonable accommodations available. Fictional Staffing Co. is an equal opportunity employer.

POSTING 3 OF 5 · PLANO, TX

Payroll Specialist

AUTOMATED SCAN · RISK INDEX 70 /100

Age — Age-coded language (High): “digital native”
National origin — Native-speaker requirement (High): “English as a first language”

Listed for human judgment: diploma or degree, experience range, background or credit check.
Missing: equal employment opportunity statement, accommodation statement.

REVIEWER NOTE · HUMAN REVIEW

Multi-state payroll for about 1,200 employees, with access to payroll funds. The degree supports the multi-state tax work, but a recognized payroll certification shows the same skills; offering both widens the pool. The credit check has the usual job-related reason (access to funds), but some states and cities limit employment credit checks, so it goes to counsel before posting in each hiring location.

Requirements decided by a person

Requirement	Decision	Reasoning
Bachelor's degree in accounting	Revise	Keep the skills, open the route: “or an equivalent payroll certification (CPP or FPC).”
5–8 years of payroll experience	Revise	Keep the minimum, drop the maximum: “5+ years.”
Credit check	Ask counsel	Job-related reason documented (access to payroll funds); state and local limits vary by hiring location.
Background check	Keep	State “after a conditional offer, as permitted by law.”

BEFORE

Payroll Specialist, Plano, TX. We want a digital native who thrives in a young, fast-moving team. Requirements: bachelor's degree in accounting required; 5–8 years of payroll experience; English as a first language; must pass a credit check and background check.

AFTER · SUGGESTED REWRITE

Payroll Specialist, Plano, TX. Join a payroll team that runs multi-state payroll for 1,200 employees. Requirements: bachelor's degree in accounting or an equivalent payroll certification (CPP or FPC); 5+ years of payroll experience; comfortable learning new payroll and HR software; communicates clearly in English, written and spoken. Credit and background checks after a conditional offer, as permitted by law. Reasonable accommodations available. Fictional Staffing Co. is an equal opportunity employer.

POSTING 4 OF 5 · FRISCO, TX

Registered Nurse, Night Shift

AUTOMATED SCAN · RISK INDEX 45 /100

Age — Age-coded language (High): “young”

Listed for human judgment: drug testing, shift length or standing time.
Missing: equal employment opportunity statement, accommodation statement.

REVIEWER NOTE · HUMAN REVIEW

Med-surg unit. Here the physical requirements are essential: nurses stand and walk for most of a shift and help move patients. They stay, described as the work they are, with lift equipment and team assistance mentioned. Only the culture line needed a real change. The license requirement is required for the role and stays.

Requirements decided by a person

Requirement	Decision	Reasoning
Active Texas RN license	Keep	Required to practice as an RN. Texas is a Nurse Licensure Compact state, so also accept a multistate license.
12-hour night shifts	Keep	The real schedule.
Stand for long periods, lift 50 lbs	Keep	Essential to patient care. Describe the tasks and the lift equipment; add the accommodation line.
Drug screen	Keep	Hospital policy for clinical staff. State it as pre-employment.

BEFORE

Registered Nurse, Night Shift, Frisco, TX. Join our young, high-energy unit! Requirements: active Texas RN license; BLS certification; 12-hour night shifts; must be able to stand for long periods and lift 50 lbs; must pass a drug screen.

AFTER · SUGGESTED REWRITE

Registered Nurse, Night Shift, Frisco, TX. Join a collaborative med-surg unit. Requirements: active Texas RN license or multistate compact license; current BLS certification; 12-hour night shifts. Essential functions include standing and walking for most of a shift and helping move patients, lifting up to 50 lbs with lift equipment and team assistance. Pre-employment drug screen. Reasonable accommodations available. Fictional Staffing Co. is an equal opportunity employer.

POSTING 5 OF 5 · DENTON, TX

Delivery Driver (CDL-B)

AUTOMATED SCAN · RISK INDEX 25 /100

Disability — Physical requirement wording (Medium): “must be able to lift”

Listed for human judgment: driving or transportation, experience range.
Missing: accommodation statement.

REVIEWER NOTE · HUMAN REVIEW

Routes cross into Oklahoma, so these drivers operate interstate. The age minimum, the CDL and DOT testing are tied to federal rules for commercial drivers and stay. “Clean driving record” needs a definition so it is applied the same way to every applicant. The 10-year maximum has no job-related reason and can screen out older, more experienced drivers.

Requirements decided by a person

Requirement	Decision	Reasoning
Must be 21 or older	Keep	Federal rules set 21 as the minimum for interstate commercial drivers (49 CFR 391.11). Say why in the posting.
Valid Class B CDL	Keep	Required to operate the vehicle.
Clean driving record	Revise	Define it so it's applied consistently: “no more than [__] moving-traffic tickets in the past 3 years.”
DOT drug and alcohol testing	Keep	Required for CDL drivers in safety-sensitive roles (49 CFR Part 382).
No more than 10 years of experience	Remove	No job-related reason for a maximum; replace with a minimum: “2+ years.”
Lift 75 lbs	Keep	Loading is part of the job. Mention the hand truck and the accommodation line.

BEFORE

Delivery Driver (CDL-B), Denton, TX. Applicants must be 21 or older. Requirements: valid Class B CDL and clean driving record; DOT drug and alcohol testing; must be able to lift 75 lbs; no more than 10 years of driving experience. We are an equal opportunity employer.

AFTER · SUGGESTED REWRITE

Delivery Driver (CDL-B), Denton, TX. Applicants must be 21 or older, as federal DOT rules require for interstate routes. Requirements: valid Class B CDL; driving record with no more than [__] moving-traffic tickets in the past 3 years; DOT drug and alcohol testing; 2+ years of commercial driving experience. Essential functions include loading and unloading deliveries of up to 75 lbs with a hand truck. Reasonable accommodations available. Fictional Staffing Co. is an equal opportunity employer.

WHAT A RISK SWEEP INCLUDES

From this sample to your postings

Up to 25 postings	Every posting reviewed by Don Caldwell against a documented checklist tied to the regulations cited.
This report	Summary memo for counsel, consistency issues, template fixes, and a page per posting.
Suggested rewrites	Before and after for every posting, ready for your review.
Delivered in 5 business days	From receiving all your postings, or a full refund. One revision round included.
30-minute results call	Walk through the findings and decisions with your team.

$1,050 founding client rate (standard $1,500). Buy the Risk Sweep or start with a free 5-posting snapshot at astralbrain.ai/pricing.

DISCLAIMER

Sample report: the company and all postings are fictional. Astralis Ethics AI Inc. is not a law firm and does not provide legal advice. Reviews identify potential risk indicators for your HR team and employment counsel and are not a determination of legal compliance.