

Textio manual (handleiding)

End hidden bias, literally.

Textio has developed the world's most advanced workplace language guidance, so you can see where social bias is hiding—and know exactly how to fix it. Now available for both recruiting and performance feedback!

The screenshot shows the Textio web interface. At the top, there's a navigation bar with 'textio', 'New', 'Import', 'Help', 'Document library', 'Analytics', and a user profile 'Ben'. The main content area displays a job post titled 'Customer Service Manager' for a role in Chicago. The text of the job post is highlighted with various colors to indicate bias: 'passionate' (orange), 'competitive and results-driven' (yellow), 'fast-paced' (green), 'work hard' (blue), 'our team' (purple), 'expanding' (orange), 'forward-thinking' (green), 'phenomenal' (blue), 'proven' (orange), 'inspired by' (purple), 'driven by' (purple), 'under pressure' (blue), and 'deadlines?' (green). A tooltip points to the phrase 'driven by' with the text: 'A different phrase here would tend to resonate more with women. Instead, you could try: inspired by'. On the right side, there's a 'Textio Score' of 37, labeled 'Below Average'. Below this, there are two charts: 'Slightly masculine tone' and 'Appeals to older people'. At the bottom right, there are three bullet points: 'Contains too many questions', 'Sentences are too long', and 'Uses fixed mindset language'. A note at the bottom right states: 'Textio is currently comparing your writing to 25,152 recent Customer service job posts in Illinois.'



Inclusive recruiting

Eliminate bias in job posts, sourcing mail, and employer brand content before it filters out great candidates



Equitable feedback

Empower your managers to give fair and actionable performance feedback to everyone on their team, every time



Scalable DEIB

Integrate always-on bias disruption and microlearning into talent systems to drive measurable DEIB outcomes

Textio helpt bij het verbeteren van vacatureteksten

- Op basis van analyse data van 10.000.000 vacatures per maand + sollicitatiedata
- Advies over woordkeus en vorm, niet inhoud
- Herkent mannelijke en vrouwelijke woorden en geeft rating & suggesties
- Hogere score leidt tot meer, betere sollicitanten die sneller solliciteren (kortere time to hire)

Textio helps improve job postings

- Based on analysis data of 10,000,000 job postings per month + application data
- Advice on word choice and form, not content
- Recognizes male and female words and provides rating & suggestions
- Higher score leads to more, better applicants who apply faster (shorter time to hire)

Don't let hidden bias shrink
your candidate pool

For many job seekers, it only takes a few words to signal "this place isn't for you." Textio guides recruiting teams to quickly optimize job posts and candidate outreach with inclusive, on-brand language. Over a million people have applied to jobs written in Textio.

Login

- Ga naar www.textio.com
 - Maak een account aan met je Utwente mail adres
 - Je komt automatisch in de Utwente groep en je kan gebruik maken van de publieke templates van collega's
-
- Go to www.textio.com
 - Create an account with your Utwente mail address
 - You will automatically join the Utwente group and you can use the public templates of colleagues

Go to Everyone's

& Ga naar het blauwe vinkje achter de juiste vacature

& Go to the blue check mark behind the corresponding vacancy

My job posts

You haven't worked on any job posts yet.

Once you do, this page will have a list of all the job posts you are working on.

Use the [Everyone's](#) view to the right to see all of your team's shared documents.

Job posts

Recruiting mail
Employer brand content UPGRADE

My own

Everyone's

By recently changed

By shared status
By Textio Score
By tone
By age appeal
more ways to sort

Everyone's job posts

Perfect

- 100 [Assistant/Associate Professor Business Information Systems](#) Finished
- 100 Assistant/Associate Professor HBE Shared
- 100 Assistant/associate professor LDT Shared
- 100 Assistant/Associate Professor Research Methodology & Aviation Operat... Finished
- 100 Assistant Professor in Finance & Accounting Shared
- 100 Flexure-based handling of agro/food-products Finished

Job posts

Recruiting mail
Employer brand content UPGRADE

My own

Everyone's

By Textio Score

By recently changed
By shared status
By owner first name
more ways to sort

& Click 'New copy of this document'

Everyone's job posts

Perfect

- 100 [Assistant/Associate Professor Business Information Systems](#) Shared

Copy link

New copy of this document
- 100 Assistant/Associate Professor HBE Shared

Job posts

Recruiting mail
Employer brand content UPGRADE

My own

Everyone's

Pas alleen onderdelen aan die anders zijn

- Vaak is voor een functie alleen de vakgroep en het soort onderzoek anders.
- Pas bij “your profile” de opleidingsrichting en ervaring aan.
- Pas bij “our offer” de aanstellingsperiode en het salaris aan.
- Met relatief weinig aanpassingen is een tekst dus te optimaliseren.

Besteed geen tijd aan teksten als ‘over de UT’ of ‘over de faculteit’. Dit zijn standaard teksten die niet aangepast mogen worden, maar wel in Textio staan omdat Textio de hele tekst (waaronder de lengte van de tekst) analyseert ter beoordeling.

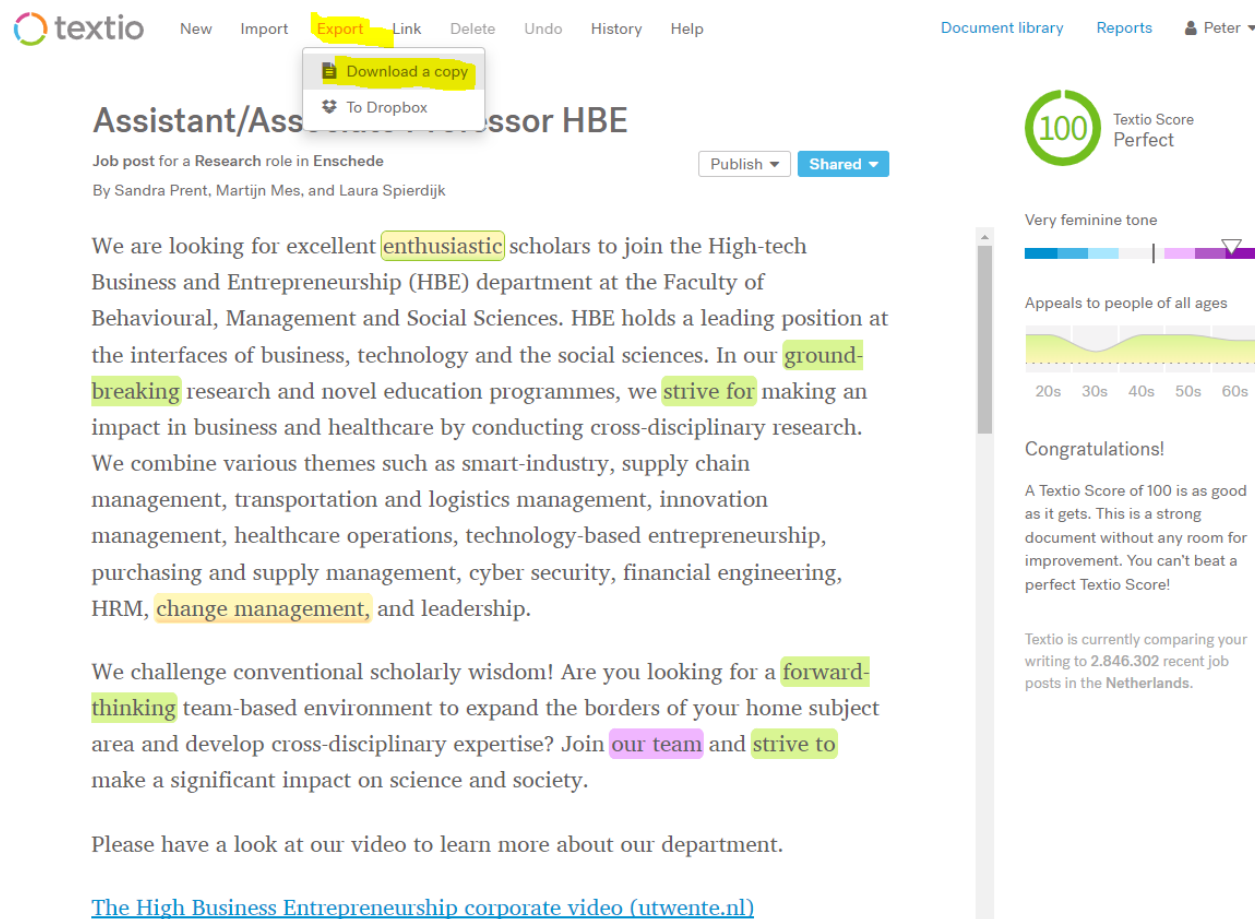
Adjust only parts that are different

- Often only the department and type of research is different for a position.
- Under "your profile," adjust the educational background and experience.
- At "our offer," adjust the appointment period and salary.
- So with relatively few adjustments, a text can be optimized!

Don't spend time on texts like "about UT" or "about faculty. These are standard texts that should not be modified, but are in Textio because Textio analyzes the entire text (including the length of the text) for review.

Exporteer het document en klaar

Export the document and done



textio New Import **Export** Link Delete Undo History Help

Assistant/Assessor HBE

Job post for a Research role in Enschede Publish Shared

By Sandra Prent, Martijn Mes, and Laura Spierdijk

We are looking for excellent **enthusiastic** scholars to join the High-tech Business and Entrepreneurship (HBE) department at the Faculty of Behavioural, Management and Social Sciences. HBE holds a leading position at the interfaces of business, technology and the social sciences. In our **ground-breaking** research and novel education programmes, we **strive for** making an impact in business and healthcare by conducting cross-disciplinary research. We combine various themes such as smart-industry, supply chain management, transportation and logistics management, innovation management, healthcare operations, technology-based entrepreneurship, purchasing and supply management, cyber security, financial engineering, HRM, **change management**, and leadership.

We challenge conventional scholarly wisdom! Are you looking for a **forward-thinking** team-based environment to expand the borders of your home subject area and develop cross-disciplinary expertise? Join **our team** and **strive to** make a significant impact on science and society.

Please have a look at our video to learn more about our department.

[The High Business Entrepreneurship corporate video \(utwente.nl\)](#)

Document library Reports Peter

100 Textio Score Perfect

Very feminine tone

Appeals to people of all ages

20s 30s 40s 50s 60s

Congratulations!

A Textio Score of 100 is as good as it gets. This is a strong document without any room for improvement. You can't beat a perfect Textio Score!

Textio is currently comparing your writing to 2.846.302 recent job posts in the Netherlands.

