

How to Guide on developing Diverse and Inclusive Recruitment Practices

Developing Diverse and Inclusive Recruitment Practices

D&I recruitment practices encourage and motivate potential candidates from all walks of life to apply for roles within your organisation.

OBJECTIVE

To assist organisations in attracting diverse candidates to apply for roles and ultimately to develop a diverse and inclusive workforce.

1. Defining the Role

- Is this a newly created role or a replacement for a colleague who has left the business?
- Traditionally what gender applies for this (or similar) roles/ who are our typical candidates?
- What could we do differently to attract more females/a diverse candidate pool to the role (advertisement/ flexibility etc.)?
- How might we improve on the recruitment process and/ or core parts of the role to ensure a more equal split of applications?
- Are we clear on what is essential for the role and what is a nice to have
- Write the requirements around a person rather than a bullet list of seemingly mandatory attributes/experiences

2. Marketing the Role

- What is the market for this role?
- Consider how internal or external agencies are engaged. What is their remit?
- Avoid exclusive language: words and phrases that reinforce stereotypical (e.g. male) attributes such as 'determined', 'winner', 'relentless focus', 'necessary gravitas', etc.
- Avoid over-reliance on standard, default media. Consider complementing with lower-reach but highly targeted channels.
- If you have a recruitment page on your website make sure it reflects the diverse organisation you aim to be – use easily recognised symbols e.g. alliances, memberships, visual team displays

3. Sifting & Shortlisting

- Blind CV's - Consider having any gender identifying information redacted in advance of onwards transmission.
- Use a diverse group to do the shortlisting
- Set targets e.g. All CV's reviewed to be of equal weighting, with a balanced shortlist - equal proportions of males and females to be interviewed
- Consider asking all candidates to complete the same sample work test question
- Make it straightforward for interviewees to have specific accommodation needs met e.g. accessibility, supports

4. Interviewing

- Ensure that the interview panel has a range of males and females who are culturally and age diverse.
- Standardise interviews by introducing a standard script of interview questions for specific roles and use a scorecard to rate the candidates
- Use the Star Method for more effective recruitment processes Situation, Task, Action, Result
- Remember: Having a scoring system in place when carrying out interviews can help to ensure that the assessment of candidates is objective

5. Onboarding

- Setting up for Success - Help individuals feel integrated and included from the outset.
- Provide support to help individuals navigate their way in the organisation, identify stakeholders and establish relationships. This can be supported by the line manager, a peer or a buddy system.
- Encourage an inclusive Team culture to make new team members feel engaged