

# Inclusive Recruitment Practices to Attract a Diverse Range of Candidates

Barrier-free recruitment practices can help employers access a diverse range of talented candidates. Here are some quick and easy tips on how to practice barrier-free recruitment.

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## Offer flexible interview options

**Flexible interview options make it easier for candidates who face barriers to in-person interviews.**

- ✓ offer online and in-person options
- ✓ ensure the in-person space is quiet and private to avoid distractions

2

## Provide interview questions in advance

**Get the most out of your interviews by providing interview questions in advance.** Candidates will be more confident and give more thoughtful answers when they can prepare ahead of time.

3

## Offer accommodations

**Offer candidates the option to take advantage of accommodations on the application and in the interview.** Give some examples to help your candidate feel comfortable expressing a need, such as

- ✓ more time to complete tasks or answer questions
- ✓ questions in different formats (example: written, read out loud)
- ✓ remote interviews

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## Only ask for necessary information

**Avoid bias by removing certain personal information from the application process whenever possible.** This way you'll consider only what's important - the candidate's skills and experience. When possible, avoid asking for

- ✓ age
- ✓ gender identity
- ✓ disability status
- ✓ race
- ✓ nationality

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## Use structured interviews

**Research shows that structured interviews are less biased and better reflect a candidate's suitability for the role.**

- ✓ develop interview questions ahead of time
- ✓ consider situational interview questions that relate to the position
- ✓ stick to the questions that you've planned
- ✓ use the same interview questions for all candidates
  - if you want to know more, ask the applicant for more detail

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## Use a pre-determined scoring system

**A pre-determined scoring system will reduce bias in the hiring process by assessing candidates fairly.** A scoring system should

- ✓ score items by measure of importance
- ✓ measure important items higher than less important ones
- ✓ be used by all members of the hiring panel

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## Consider your hiring panels

When a candidate sees themselves reflected in your staff, they're more likely to feel connected to your business. You may want to consider

- ✓ who interviews applicants
- ✓ a panel of 2-3 individuals who reflect your stance on inclusion and the community you live in
- ✓ **tokenism\*** and ways to avoid it

\* **Tokenism** means doing something only to **appear** inclusive.

For example, a business is participating in tokenism if they put their only female-identifying employee on the hiring panel, but doesn't seek out female-identifying candidates in the hiring process. This business is trying to appear inclusive, but isn't actually inclusive in their hiring practices or workforce.

**Employees want to feel included, appreciated and valued.**

**Inclusive recruitment practices can help you to**

- attract and retain talented employees
- enhance employee performance
- build healthy employer-employee relationships
- foster innovation
- increase overall job satisfaction