

Inclusive recruitment checklist

Companies that do have an inclusive recruitment process can support the creation of diverse and talented teams. Inclusive recruitment minimises barriers and presents your organisation as inclusive enabling you to attract employees with the right skill set.

Benefits of Inclusive results in:

- Greater skills and experience
- Broader range of ideas
- People from different backgrounds, to work alongside each another to increase mutual understanding and strengthen communities
- Teams that reflect its audience may have a better understanding of a wider range of needs.
- Opportunities for an organisation to gain respect and trust by reflecting the diversity of the community it supports.

Research including McKinsey's Diversity Wins highlights the benefits of inclusive organisations which includes many including greater success, increased financial and business outcomes.

The below checklist is a starting point for understanding your current recruitment practice and a basis for you to enhance practice. This is not an exhaustive list but provides an overview of some good practice.

This should always go alongside an organisational strategy that includes Diversity, Equity or Inclusion actions/targets, a specific inclusive recruitment strategy and/or a Diversity, Equity and Inclusion plan which specific targets for recruitment.

For this to be successful, there also need to be leadership buy in and buy in from the wider organisation in addition to resources to ensure progress is made. This should also go alongside recruitment monitoring so that analysis can be completed of recruitment processes and practice can be enhanced.

The below checklist is not in priority order.

		YES	NO
1	Is online recruitment accessible? Eg for disabled applicants. Has an accessibility audit been carried out?		
2	Have role descriptions been reviewed to ensure they are not exclusive?		
3	Have Job descriptions been regularly reviewed to ensure they are not gender specific		
4	Can applicants able to apply using alternative formats eg large print, audio		
5	Have you ensured that there is gender neutral wording throughout the recruitment cycle?		
6	Have you made it clear within your advert and attraction process that you are committed to addressing and embedding Diversity, Equity and Inclusion?		
7	Are applicants asked if they require adjustments/support to attend an interview? This could be regarding disability, mental health, culture, faith and other issues such as menopause.		
8	Have you ensured that any interview assessments could be adjusted to remove barriers for disabled people if required?		
9	Are successful applicants prior to joining asked if they require adjustment to support them in their role?		
10	Have you implemented anonymised processes for recruitment? To mitigate biases from the early recruitment stages		
11	Have you ensured role descriptions include a commitment to Equity, Equality, Diversity and Inclusion?		
12	Do you ask value based/Diversity, Equity and Inclusion questions within the interview process? This allows you to gain an understanding of the applicants' values, commitment to EDI and also shows your commitment. The questions should also always relate to the role.		
13	If using recruitment agencies/consultants, have you asked them for to provide a diverse long list and short list of applicants?		
14	Have you provided recruitment training to those involved in the recruitment process (which is inclusive of inclusive recruitment practice, mitigating bias)		
15	Do your application packs provide information re Diversity, Equity and Inclusion (in addition to an equal opportunities statement, eg. commitment to EEDI, initiatives, affinity groups/EDI networks)		
16	Is Diversity, Equity and Inclusion training Included in your induction/onboarding?		
17	Have you implemented monitoring procedures within your recruitment process so you can assess if there are any trends, concerns, good practice that needs to be addressed? Eg demographic data of applicant's v shortlisted v successful		

		YES	NO
18	Have you included Dignity at Work/code of conduct training in induction? To ensure that staff have a sense of inclusion and belonging and know the routes for reporting/ seeking support.		
19	Have you ensured that there are nominated people with the recruitment/hiring team that are knowledgeable regard Diversity, Equity, Inclusion, adjustments? So, they can support the process?		
20	Have you advertised your roles in any diversity specific media? It is recommended that this goes alongside mainstream media too to capture a wide audience		
21	Have you showed commitment to Diversity, Equity and Inclusion by signing up to and implementing the required actions and principles from any DEI charters eg Disability Confidence Campaign, Race at Work charter		
22	Do you have a recruitment policy and supporting guidance to ensure that employees/ managers involved in recruitment are carrying out recruitment in a consistent way?		
23	Have you implemented a buddy/mentor scheme to support new starters?		
24	Have you carried out any positive action initiatives to recruit underrepresented communities within your organisation/business?		
25	Do your external communications (eg website, media) include your commitment Diversity, Equity and Inclusion? This can provide a positive message to visitors to the website/social media – please ensure the commitment and actions are truly in place prior to doing this.		
26	Have you carried out any exit interview exercises to understand why people may have left the organisation and if this may be due to exclusion, discrimination, or equity issues?		
27	Have you used included imagery/wording in all your recruitment communications?		
28	Have you ensured you have promoted the benefits to potential employees/applicants through the process eg to include work life balance opportunities, flexible working, wellbeing support (if in place)		
29	Do you have policies in place to support inclusive recruitment and retention eg Equity, Diversity and Inclusion, Dignity at Work, Code of Conduct and have you ensured that all staff have read, understood and will implement these policies?		
30	Have you implemented any graduate schemes, internships or work experience to target current underrepresented groups?		

Actions

Any actions identified should then be incorporated into the appropriate business/organisational plan. The plan should then be regularly reviewed by senior management/wider management. Some actions from completing this checklist can also be included in Diversity metric reporting/scorecards.

Please Remember

Embedding Diversity, Equity and Inclusion is a long term activity and if it is highlighted that there are is significant work to do, a priority exercise needs to take place to agree short, medium and long term planning and implementation.



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