

DE&I Hiring Checklist

MAKING THE HIRING PROCESS MORE INCLUSIVE

Hiring is an essential part of the employee journey and one of the first touchpoints of possible new entries. If we want to recruit more diverse talent, it is crucial to challenge our current approach and strive to make hiring as barrier-free and inclusive as possible.

Below you will find some things to consider:

Job Ads

- Challenge the role description: which skills does the candidate really need?
- Check for gender-coded words
- Check if the job ad is accessible for everyone (ex.: optimized for screen readers)
- Include inclusive imagery / testimonials

Sourcing

- Take a look at your original talent pool, to check for a possible talent bubble
- Use a variety of platforms to address specific groups (e.g. HerCareer, Sticks & Stones)
- Think about introducing an employee referral bonus focused on diversity
- Think about introducing diversity quotas for headhunters

Interviewing & Decision-Making

- Include talking about your DE&I commitment during all interviews
- Reflect upon your own unconscious bias & keep an open mind
- Compile a list Do's & Don'ts of interview questions
- Brief your interview partners
- Think about introducing a mandatory explanation process