

Inclusive Recruitment: Best Practice

Culture & Preparation



Equity first, diversity follows –
Continually assess your culture to help build a diverse workforce.



Leadership commitment –
Ensure senior leaders are accountable for equity goals.



Co-design with lived experience –
Identify barriers with input from under-represented groups.



Data & targets –
Track applicant and employee diversity and set evidence-based goals.



License to Hire –
Train all hiring managers on recruitment policy, bias awareness & cultural competence.



Special measures
– under Equal Opportunity Act 2010, Section 12 e.g. Women-only recruitment.

Job Design & Advertising



Pre-determined selection criteria
– Agree essential vs desirable criteria before reviewing applications.



Flexible working arrangements –
Identify and advertise any flexibility or work-life balance options.



Salary Transparency –
Publish salary or band to reduce pay-negotiation inequities.



Inclusive language – Use gender-neutral, jargon-free wording in plain english.



Broad outreach –
Advertise through diverse networks and community channels.

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Application & Screening



Achievement Relative to Opportunity – Allow candidates to explain career interruptions or disadvantage



Accessible application process – Provide recruitment process upfront and simple site navigation



Blind/anonymous screening – Remove identifiers for the first shortlist pass

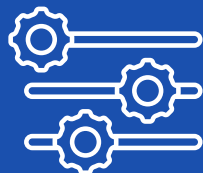


Individual screening - to ensure that the panel aren't being influenced by other views

Interview & Selection



Panel diversity – Ensure a mix of gender, culture, and perspectives.



Reasonable adjustments – Offer extra time, interview questions beforehand etc.



Work-sample or task assessments – Compare candidates on real job tasks in addition to the interview



Circle-back Initiative - Provide all applications with an outcome



Interview format parity – Keep in-person and online interviews equivalent and scored the same.



Document decisions – Record rationale to ensure transparency & assist with improving process