

A Practical Checklist for Reducing Anti-Diversity Bias During Recruitment

- ✓ This checklist has been designed to guide you through each stage of the recruitment process.
- ✓ Tick off the questions as you go to see if your recruitment process caters to a diverse mix of talent.
- ✓ Once completed, you will gain a better understanding of how well your business creates equal opportunities, or find the clarity to address any gaps in your recruitment process.

PRE-RECRUITMENT

- Have you created a formal job description for the role, including specific attitudes, skills and capabilities you require?
- Have you looked internally within the organisation for someone who could grow into the role?
- Have you made it easy for internal staff to apply and encourage them to do so?

JOB ADS

- Does someone who is a different gender to you check the wording on your job ads?
- Is the language appealing to new talent from different backgrounds?
- Does your job ad contain requirements (such as qualifications or excessive years of experience) that are unnecessary and will reduce the amount of talent it will attract?
- Does the job ad outline the purpose of your organisation – the values and vision you stand by?
- Does the job ad ask for specific skills and capabilities (from the job description) for each applicant to address in their application?

REVIEWING APPLICATIONS

- Do you have more than one person reviewing the CVs, including someone who is independent or will not be working directly with the applicant? Is that person of a different gender to you?
- Do you have a scoring system in place for the specific attitudes, skills and capabilities you require from the role?

INTERVIEW PROCESS

- Do you make the interviewee feel comfortable on arrival?
- Do you have a comfortable room for the interview, away from excessive noise or distractions?
- Do you follow a consistent interview process (including standard questions) for all applicants? Do you explain this to all applicants at the start of the interview?
- Do you have more than one person at the interview that will be independent and/or will not work directly with the applicant?
- Either during the interview or directly after, do you score each interviewee against the skills, attitudes and capabilities you are looking for? Do you compare this with the other interviewer and record the results?
- If there is subsequent interviewing, is this scoring made available to the next interviewer?



SHORTLISTING & SELECTION

- Is the shortlist and final selection based on the scoring only or on the scoring plus gut feel?
- Does the 'panel' of interviewers meet and discuss the advantages and disadvantages of each shortlisted candidate?
- If using reference checks, do the questions involve how the candidate deals with diversity, inclusion and equality?
- Is there a process if the panel cannot agree on selecting a candidate?

ONBOARDING

- Do you have a structured process for onboarding?
- Do you track that the onboarding process is being followed?
- Do you directly explain your key policies in detail on bullying, harassment, diversity and inclusion and so on?
- Do you have ongoing check-ins with the new employee after the initial onboarding?

Need Help?

If this checklist has identified any areas of your recruitment process that need to be addressed, call Craig today for a confidential discussion on creating an action plan for your business.

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