CHECKLIST: Inclusive + Equitable Hiring

Before you post

☐ How diverse is your Board? And your leadership / management team? (And what are you doing about that?)

☐ Key messaging for hiring managers to share re: organizational diversity efforts?

☐ Any existing team members who are 75% ready to 'step up' (or step sideways) and grow into the role?

☐ Cohort hiring to increase diversity more rapidly, reduce tokenism, and increase support for diverse new hires?

☐ Appropriate training required and provided for all hiring managers and HR staff? (ie. Behavioural Interview techniques, Unconscious Biases in Hiring, etc.)

☐ Hiring team is aware of equity tactics and techniques being used, so they can support them?

☐ Establish a competitive salary range and/or hiring range if you have a formal salary structure already in place. (And if you don't, consider getting help in developing an equitable and transparent structure.)

☐ Ensure the internal team is aware of the salary range before posting it publicly.

☐ Is there compensation equity amongst existing team members in equivalent jobs?

☐ What level of formal education is truly required for success?

The job posting

☐ Has gendered language been corrected?

☐ Posting includes organizational equity statements or commitments?

☐ Posting includes salary or hiring range?

☐ Provide alternatives or equivalence to formal education/certification?

☐ Application deadline is set at least 4 weeks hence, to allow time to attract a diverse candidate pool?

☐ Advertising sites to attract non-traditional candidates with relevant skills and/or experience?

☐ Contact person and details clearly stated so candidates can seek more information?

☐ Notes prepared so that information provided to all candidates is consistent and equitable, and prepared with accessibility for all candidates in mind?

Reviewing resumes & Screening candidates

☐ Have a non-decision-maker remove name, gender identifier, address, years of graduation, and degree institutions from each resume and/or from any candidate summary list.

☐ Resume screener understands key competencies and what to look for on resumes. (Exemplars may be helpful.)

☐ Review your AI tools and check for bias in how the tools are being used.

☐ Try applying as a candidate, to learn what candidates experience, and to see how the AI tool might screen out qualified candidates.

☐ Develop and deploy a diversity self-identification survey for candidates and reporting tools for hiring managers.

Interview process

☐ Do interview questions align only to the competencies for the role and/or to the values of the organization?

☐ Are you using behavioural interview questions, and have hiring panel members been trained in this method?

☐ Has the hiring panel/manager been trained in unconscious bias?

☐ Has a scoring rubric been developed, and are weightings aligned to the importance of various competencies?

Making the Offer

☐ Compare the preferred candidate's resume and experience against other employees who are doing the same job to ensure ongoing salary equity.