

Top 10 Tips for Inclusive Recruitment

A Checklist

- 1) Standardise your processes. Ensure you are following the processes and guidance available from the HR Recruitment team.
- 2) Complete Equality, Diversity & Inclusion Training. Ensure that anyone involved in recruitment of new staff has undertaken Equality, Diversity & Inclusion training at the appropriate level. This should include all staff involved in the process.
- 3) Use inclusive language. Inclusive language should be used in your advertisements, job descriptions and in your interviews. Ensure you are addressing candidates using the correct name (including pronunciation) and pronouns.
- 4) Think carefully about your advertising: consider using positive action. Branch out beyond the obvious places and consider sharing via community groups, religious institutions, groups and staff networks. Consider utilising characteristic specific advertisers, such as Proud Employers or BME Jobs. This will encourage candidates with specific characteristics, that you may be targeting, to apply
- 5) Build and showcase your inclusive team culture. Highlight the positive features of your work environment and how you support inclusivity.
- 6) Consider sending out the interview questions in advance. This will give candidates the chance to prepare for the interview and pull together relevant examples for the questions. This can reduce the amount of stress for both the candidate and the interview panel on the day, and lead to a better quality of answers. Remember, you are not trying to test the candidate's memory!
- 7) Ask about a candidate's work to support Equality, Diversity & Inclusion in their interview Using questions such as "Please explain how diversity has played a role in your career." Or "Lincolnshire has many diverse communities, tell us about your experience working with diverse groups."
- 8) Be available to answer questions and give insight into the team. Candidates should have a chance to ask questions of the panel, giving them information about what it's like to work in Lincolnshire will help them visualise the role and increase their commitment.
- 9) Check and challenge yourself and other panellists throughout the process, ask for more evidence or information and avoid making snap decisions.
- 10) Reflect on the experiences after hiring and speak to the appointed staff member about their experience