

# Inclusive Hiring Practices

CHECKLIST

# Introduction

**This guide provides HR professionals with practical checklists covering each phase of the hiring process, from crafting job descriptions to onboarding new hires, to ensure equity and inclusivity at every step.**

To incorporate these checklists into your hiring strategy, integrate them into your standard operating procedures and training programs. Use them as a reference during each hiring phase to assess and refine your practices continually.

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# Writing, Sourcing, and Screening with Equity in Mind

## JOB DESCRIPTIONS AND REQUIREMENTS

### Use inclusive, bias-free language.

Review and revise for potentially biased or gendered terms.

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### List only role-essential qualifications.

Include only what's necessary to perform the job effectively.

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### Highlight the organization's commitment to inclusion.

Include a concise diversity and inclusion statement tailored to the organization.

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### Use clear, accessible formatting.

Avoid jargon; use bullet points, headings, and concise sentences for readability.

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### Mention flexibility and accommodations.

Include flexible work arrangements and accommodations.

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### Be transparent about expectations and compensation.

Clearly describe responsibilities and include salary ranges where possible.

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## SOURCING AND OUTREACH

### Post openings on diverse platforms.

Share roles on job boards that focus on reaching underrepresented groups.

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### Collaborate with community and advocacy groups.

Partner with organizations supporting marginalized communities to broaden outreach.

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### Use inclusive imagery and language in outreach.

Ensure job ads and outreach materials are visibly inclusive and representative.

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### Activate employee networks for referrals.

Encourage referrals from current staff with an emphasis on broadening candidate diversity.

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### Engage professional and academic networks.

Collaborate with diversity-focused educational and professional networks.

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## APPLICATION PROCESS

### Keep the process simple and user-friendly.

Limit required fields and provide clear guidance.



### Remove unnecessary barriers.

Only request information essential to the role to avoid deterring applicants.



### Prioritize accessibility.

Ensure the platform is screen reader–friendly and mobile-compatible.



### Offer accommodations.

Let candidates know how to request adjustments or support.



### Use inclusive language and tone.

Avoid jargon and culturally specific references in instructions and messaging.



# Shortlisting, Interviewing, and Selecting Fairly

## SCREENING AND SHORTLISTING

### Use blind screening where possible.

Remove personally identifying information to help reviewers focus on relevant qualifications.



### Apply consistent, job-related criteria.

Evaluate candidates using predefined rubrics aligned with job competencies.



### Educate reviewers on bias awareness.

Provide practical training to those involved on how to recognize and reduce bias.



### Include diverse perspectives in screening.

Involve reviewers with varied backgrounds to support fairer evaluations.



### Document decision-making processes.

Record rationales for advancement or rejection to support fairness.



### Monitor and evaluate outcomes.

Collect and analyze data on the diversity of shortlisted candidates to refine and improve processes.



## INTERVIEWS

### Provide interview information in advance.

Share details like interview format, expected duration, and who they'll be speaking with.



### Use structured, job-focused questions.

Ask all candidates the same questions tied to key role requirements.



### Train interviewers on bias and inclusion.

Provide cultural competency and bias mitigation training.



### Use diverse interview panels.

Include panelists with varied backgrounds for broader perspectives.



### Incorporate skill-based assessments where relevant.

Include job-relevant tasks or work samples to support objective comparisons.



## SELECTION AND DECISION-MAKING

### Use structured, objective criteria.

Refer to rubrics developed earlier in the process to evaluate candidates.



### Documented selection decisions.

Record how each decision was made and why the selected candidate was chosen.



### Check for bias in final deliberations.

Reflect on patterns and discuss discrepancies in evaluations.



### Provide constructive feedback to unsuccessful applicants.

Offer respectful and specific feedback where possible.



### Value potential and nontraditional backgrounds.

Balance experience with transferable skills and diverse career paths.



# Integrating, Listening, and Adapting for Equity

## ONBOARDING

### Provide inclusive, accessible onboarding materials.

Ensure onboarding resources reflect diverse identities and are accessible to all employees.

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### Pair new hires with colleagues who can support their integration.

Assign mentors or buddies who can assist new employees in navigating the organization.

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### Educate new hires on the organization's commitment to inclusivity.

Incorporate sessions that highlight the company's values and diversity initiatives.

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### Introduce peer support and community connections.

Share informal groups or external networks for connection and support.

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### Gather feedback to improve the onboarding experience.

Solicit input from new employees to enhance the inclusivity of the onboarding process.

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## SOURCING AND OUTREACH

### Track key diversity metrics across the hiring funnel.

Monitor candidate demographics, progression rates, and hiring outcomes to identify potential disparities.

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### Collect feedback from candidates and hiring teams.

Gather insights on the inclusivity of the hiring process through surveys or debriefs.

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### Regularly review and update hiring practices.

Assess the effectiveness of current strategies and make data-driven adjustments.

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### Set clear DEI goals and measure progress.

Establish diversity, equity, and inclusion objectives and track progress over time.

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### Provide ongoing training and development.

Offer regular training sessions on inclusive practices and unconscious bias to hiring teams.

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